

## Board Meeting

04/05/2023, 2 pm

849 Lyons

Present: Mike, Chris, Roy, Katie, Deb, Fred, Colette

Absent: Tony

### 1. **Board Member Job descriptions - Chris**

Chris submitted results of her research into Director Roles and Responsibilities. A very thorough and succinct job description to be revisited at a later date.

### 2. **Minutes from AGM – Colette**

Roy moved to approve the minutes, seconded by Chris, all in favor.

### 3. **Treasurer's Report – Fred**

Fred has converted all the records from 2022 to Feb 28, 2023 to WAVE in Google Workspace, a new accounting program. See Treasurer's Report, attached.

Membership fees to be determined when all Committee Budgets are submitted. There will be one fixed fee regardless of the method of payment.

The Club has one, used by the Treasurer. Board members must not use their personal credit card to make purchases but rather go through the Treasurer.

**EIN** – The Club has an Employee Identification Number. We may need IRS to recognize our not-for-profit status in order to allow Board members to use a credit card that has a slightly lower credit card fee. Our current credit card service does not accept debit cards.

### 4. **Membership Committee Report - Chris**

**Suggestion Box Form** – Chris will send out an example of a new online Suggestion Box Form to the Executive and ask for comments. When in place, all members will have access to this new feature and will be able to question, comment, offer suggestions... anonymously or request a reply. Submissions will go to all Board Members. Debbie suggested including a Code of Conduct, that comments be respectful, offering constructive criticism.

Chris suggested holding a **PB Activity Expo**, Registration and Info event or Townhall in November. There would be tables for registration, Court Reserve, Player Development, Ladders... or presentations. Date TBD

Chris also suggested creating a new position, **Member Benefit Representative**, who would meet at a scheduled time with members who had paid online, to distribute bands and an info. Members wanting to pay in cash or by check could deposit their fee in an envelope provided by the Club and deposit it in the slot in a box in our shed.

The Club will order 4 yrs worth of gripbands, different colors for each year.

**Admin OPS training-** looking for a limited number of people to train in using our software

**Site Committee** – Mitch has indicated that utilities (water, power..) should be coming in by mid-April (maybe – maybe not). Many other items must still be addressed before laying concrete: bathroom, woodwork shop... Fencing is on backorder. Katie suggested leaving a small space at the end of the fence separating courts 3 and 4 to allow access to adjacent court. Very convenient during training sessions. Mike accepted to remain as liaison between the Site Committee, the PB Board and the ML Board.

Fred moved that the Club supply balls at the Courts for the next season. Deb seconded the motion. Carried. The Club will purchase 500 balls for next season. Roy will be responsible for keeping the courts supplied with balls.

The Club has a \$67 credit with PB Central. We should encourage members to make purchases from PB Central so the Club receives points.

**Liability Form** – Chris submitted a draft of a waiver/disclosure to be signed by members when registering on Court Reserve. They must check off “Read and Agree”. USAPA has Club Memberships as well, where Clubs can get insurance. Fred will follow up with Mitch re Indemnity.

**Budget** – Mike suggested a Board Meeting in July or August and asked that all committees submit their budgets beforehand, to be discussed and approved.

## 5. **Court Schedule - Roy**

Roy submitted a draft of the 2023-24 **court schedule** with 4 courts. It includes 1.5 hour playing slots when four courts are in use for one playing level. There are now 24 sign-up time slots on Saturdays and Sundays, at 3 pm, 4 pm and 5 pm. It was suggested that members limit their reservations to one slot per weekend.

Tom Oliphant, our new coordinator for tournaments, has suggested holding 2 courts for 2 hours per month for a **fun tournament**.

**Challenge Courts** - another novel idea where winners of 1<sup>st</sup> game stay on to be challenged by a second team. Only 2 consecutive games allowed.

**Pole Padding** - Debbie will search for commercial pads to cover posts at ends of courts.

**Berm hazard** – Roy forwarded to Mitch a recent post of a turtle falling off the berm and landing on its back. Mike also spoke to Mitch about the danger because of the height of the berm and

people walking on it. Deb suggested sending something in writing to Mitch as a follow-up about the liability. Mike will pursue.

## 6. **Social Report - Debbie**

There are 6 people on the **Beautification Committee**. They request the most recent site plan or drawings with measurements included. Suggested to contact Fred Hopkins. Phase 1 would consist of purchasing tables and chairs and overhead shading. The second phase would consider lighting, barbecue, , paddle holders... phase 3 would be finishing touches, landscaping.. Deb suggested holding a Board Meeting May 1<sup>st</sup> by video-chat where she could present Beautification concepts, survey questions to be submitted to Members for their input, discuss what's available, how to present to the Board, etc. Colette will set up the video-chat and contact all Board members.

The **Fundraising** Committee consists of 10 people. The Queensway has been booked for 3 dates in 2023-24 for fundraising dances. Also possibility of a Poker Run.

Chris suggested a graphic designer for a **logo** to be used for signage and apparel. Also suggested a big PB sign at the entrance of our site.

Deb's Committee suggested a **Ball Wall** – to display our donors names on half-balls. May also include the Code of Conduct.

There was an inquiry about a possible **Practice Wall**. Also looking for a **name for our complex**.

## 7. **Player Development – Katie**

Katie suggested:

- scheduling training during that level's scheduled playing slots
- holding a **Taste of PB** with a social at the beginning of the season.
- Intro training** to provide 1 hour of free training to non-members.
- Intro** – 2-day sessions for Novices
- Invitation to kids and families for a **Family Day**, perhaps during March Break.

Would like to offer:

- more **training for Advanced players**.
- Inter-Club** competitions
- getting players **rated**
- Fun Tournaments** to get the Club together

## 8. **Wrap-up – Mike**

Mike thanked the group for all the input. He would like to encourage the use of Court Reserve by all members. There was a suggestion to pay for a Zoom account or use Google Meet. There will be a summer Board meeting, date TBD.

Meeting adjourned at 4:45 pm.