

PEM Pickleball Club
Board Meeting Minutes
03-05-24, 4:00 pm
South Card Room

1. Meeting was called to order by Ron Craig at 4:00
1. Present: Ron Craig, Lynn VanLierop, Gwynn Gorrell Howard Peaslee, Michael Boothe, Kim Beam, Kurt Kassner
2. Approval of previous Board Meeting Minutes?
 - a. **Kurt moved to approve the 02-05-24 Board Meeting Minutes. Kim seconded the motion. Motion carried.**
3. 02-12-24 Special Called Business Meeting
 - a. **Kurt moved to approve the 02-12-24 Board Meeting Minutes. Kim seconded the motion. Motion carried.**
4. 02-19-24 Special Called Business Meeting
 - a. **Kurt moved to approve the 02-19-24 Board Meeting Minutes. Howie seconded the motion. Motion carried.**
5. Financial Report: Michael Boothe
 - a. Monthly: February 1, 2024 - February 29, 2024
 - i. Income: \$ 5,061.20
 - ii. Operating Expenses - 26,849.69
 - iii. Investing Activities - 306.25
 1. **Change in Cash: -\$21,994.74**
 - iv. Accounts:
 1. Cash: \$ 7,147.08
 2. Reserve: 25,182.26
 3. PayPal: 50.00
 4. Total: **\$32,379.34**
 - v. *Important numbers to remember:*
 1. *\$2,500 for pro expense was the highest expense in February*
 - b. Year to Date: October 1, 2024 - February 29, 2024
 - i. Income: \$ 74,157.09
 - ii. Operating Expenses - 59,853.01
 - iii. Investing Activities - 4,604.85
 - iv. **Net Income Year to Date: \$ 9,699.23**
 1. **Gwynn moved to approve the financial report. Kurt seconded the motion. Motion carried.**
6. Officer Reports:
 - a. President, Ron Craig
 - i. Renewal of Rob Davidson's Contract

1. Ron reminded the Board and the members present to consider rehiring Rob for the 2024-2025 season.
2. Ron said that he suggests that the Board put out a survey to the members to ask if they approve or disapprove hiring Rob next season.
- ii. Update on Ron's and Howie's meeting with Christine/PEM (The full information is printed at the end of these minutes.)
- iii. Unauthorized paid lessons by members and outside individuals
 1. A member asked a pro to come into the resort for a clinic. He was not aware that outside pros are not allowed to give paid clinics at our courts. This is because PEM requires a Vendor's Packet that includes a 'Hold-Harmless' from the instructor to the resort as well as general liability insurance to protect the resort. Rob has these documents in place as well as permission from the resort to use their courts for paid clinics and camps.
 2. Ron told the Board and members to report to the office and/or Board if someone comes in and charges for lessons.
- b. Vice President, Howie Peaslee
 - i. Bathrooms - Howie has contacted FineLine Cad who made the original blueprints and hopefully they can provide us with a Cad copy of the original blueprints that will reduce the \$3,500 fee we have heard will be charged to retroactively permit the bathroom construction
- c. Secretary, Activities, Rating: Gwynn Gorrell
 - i. Activities:
 1. Karl Kunz Pizza Party
 - a. Pizza for 300: combination, hawaiian, gluten free, etc.
 - i. Spouses and non-playing members can come - cost of \$5.00 for non-playing individuals.
 2. End of Season Membership Meeting, Election, Events
 - a. Scheduled for Saturday, March 23
 - b. 9:00 - 11:00 - Paddle in the Saddle Play
 - c. 11:00 - 12:00 - Membership Meeting and Election
 - d. 12:00 on – Lunch with Rock Star Food Truck and Queso-Good Food Truck
 - ii. Ratings:
 1. Fifty-nine will have tested for a new rating by 03/29/31. Eighteen so far have passed. Two were raised in rating via IPTPA.
 - iii. PEMPC Google Account:
 1. Gwynn reported that the Club now has a Google account for Ratings (200 gB) and a Google account for the Club in general (15 gB). Gwynn is transferring all documents from the Secretary flash drive and the PEMPickleball.com website to the

Club Google Drive and will send the login information to the Board immediately.

iv. Election:

1. Total votes so far: 240+ have voted. Results will not be visible until the morning of March 23.

v. Volunteer of the Year:

1. Survey goes live today (03/05/24)

Nominee	# of Nomination(s)
Gwynn Gorrell	17
Irene Billingsley	12
Ron Craig	6

- a.
- b. Kim and Howie will serve as lead and report the winner at the March Meeting. Results will not be visible until the morning of March 23.

d. Member-at-Large, Training, Lynn Van Lierop

i. Training:

1. Over-all participation is down by approximately 50% this season
2. Eleven tested so far this season from 2.0 to 2.5

ii. Checkout for Ball carriers;

1. Lynn said that we need sign-out for the ball carriers and the ball machines - they are not being
 - a. Gwynn will make a sign-out sheet to attach to the door of the training shed.

e. Member-at-Large, Operations, Kurt Kassner

- i. We currently have 1,184 boxed balls. We should be good through summer for balls.

- ii. Kurt announced that he is working on changing the gate doors to swing toward the fence rather than toward the courts.

f. Member-at-Large, Communications and Tournaments, Kim Beam

i. Kokopelli Report, full copy below

1. Karl Kunz Tournament

- a. 188 players signed up
- b. We will have pizza at the end of the event

- ii. Ron reminded the Board that we will be hosting the APPL State Tournament in April at \$1,000+ per day for three-four days.

1. The tournament will take 21 courts.

7. Old Business

a. Guest Pass Committee Report: Kurt Kassner

- i. Kurt, Kevin Carver, Loren Keister, and John Fitzpatrick are members of the Guest Pass Committee.

- ii. John Fitzpatrick presented the Committee's recommendation for a (proposed) PEMPC Guest Privilege. The full Privilege is printed at the bottom of these minutes.
 1. Lynn asked if there would be a limit to the number of passes a member could buy. John replied that the club does not limit guests.
 2. Ron thanked the committee on behalf of the Board for their recommendation and stated that the Board would discuss and vote on this recommendation in Executive Session.

8. New Business

- a. Tony Vervloet has requested the Club purchase one or two tents for next year's Kokopelli. The information is printed at the end of this document.
 - i. **Gwynn moved to purchase two tents. Mike seconded the motion. Motion carried.**
- b. Tony Vervloet and Don Williams have offered to review and update the Nominations Committee Policy.
- c. Establishment of a Capital Improvements Committee: Howie Peaslee
 - i. Howie requested that the Board create a Capital Improvements Committee Ron outlined the things he would like to work on this summer:
 1. Shading
 2. Astroturf
 3. Cooperation with PEM on the building of the new courts, if needed
 4. **Gwynn moved to create the committee. Kurt seconded the motion. Motion carried.**
 - ii. **Gwynn moved that Ron Craig be appointed as the Chair of the newly formed Capital Improvements Committee. Howie seconded the motion. Motion carried. The Board agreed that the liaison will be the Member-at-Large, Operations.**
- d. PEMPC Pro:
 - i. Ron asked the Board to approve the creation of an informational marketing package about Rob's service to our club over the last two years. This information will be posted on the TV Monitor, Facebook, and sent out in an email to the members. Gwynn Gorrell offered to help Ron create this flier/information document, and a survey that would ask the membership to vote whether or not to hire Rob next year. (Simple yes or no.)
 1. The Board approved this idea.
- e. Tournament Review Committee: Ron Craig
 - i. Ron suggested that the new Board create a committee to look through the Kokopelli detailed spreadsheet of income and expenses and make a recommendation to the new Board whether or not to have the Kokopelli in February 2025. He suggested that three or four members

be on this committee; to include Tony Vervloet (2024-2025 Kokopelli Tournament Director), Michael Boothe (Board Treasurer), and one or two general members.

1. Questions to be answered by this review would include, among others:

- a. Was Kokopelli worth it? Do we want to keep it?
- b. Should we recognize the volunteers for Kokopelli? We don't do this with other tournaments: i.e., Karl Kunz, USSP, etc. And if so, should there be a limit in dollars spent for this recognition?

2. Ron moved that the committee be formed. Kurt seconded the motion. Motion carried.

f. Job Descriptions in the Policy and Procedures:

- i. The Nomination Committee suggested that the Board include job descriptions for each Board position (to be changed/amended if/when committee liaison assignments change.) The Board approved the recommendation. Gwynn will email all current Board members to request a bullet-list job description that includes liaison assignments..

9. Announcements/Questions/Comments:

- a. Gary Pike suggested that the Board write a policy on individuals who wish to come into the resort and teach Pickleball for a fee. He suggested that this policy be included in the Policies and Procedures.
 - i. **Gwynn will research this request and bring a proposed policy to the Board for approval.**
- b. Tony Vervloet reported that Skills and Drills numbers have been down this season.
- c. Doug Gibbs requested a garbage can to put at the old courts. **Kurt will get one up there as soon as possible.**
- d. Doug also asked that we address the poor water fountain that is at the two-courts. **Ron and Howard will bring that to Christine's attention.**
- e. Steve Raiolo suggested that Rob should put together some promotional information for our promotion. Gwynn replied that he is working on that now. Gwynn will put numbers together – round robins he has mentored/played in, clinics, outside-of-contract activities and hours, etc.

10. Ron called the Board into Executive Session

- a. The Board entered Executive Session at 5:45.
- b. The Board left the Executive Session at 6:15.

11. Adjournment

- a. **Ron moved to adjourn. Kurt seconded the motion. Motion carried.**

Respectfully submitted by Gwynn Gorrell, secretary

PEMPC Meeting with PEM Golf & RV General Resort Mgr, 11 am 22 Feb 2024

PEMPC President, Ron Craig and Vice President, Howard Peaslee, met w/PEM Resort General Mgr, Mrs. Christine Finocchiaro on Thursday 22 Feb 24. Discussion topics included Women's bathroom expansion project, Kokopelli tournament porta-pottie invoices, PEM Resort Guest Passes, Resort RV group spaces/availability of, for the upcoming APPL State tournament players, main pickleball court shading and additional used turf availability, court 21-24 repairs and finally, the futuristic plans for additional pickleball courts across from the main court complex.

1. Women's bathroom expansion: City required new drawings w/the new installation identified on the AS Built CAD drawing in order to complete the permit/approval process by the city. New drawings are being accomplished by a contractor PEM hired. There is a \$3,500 cost for the drawings. PEM GM will solicit corporate for funding. The original drawings were done by Fine Line Designs in 2014.
2. Kokopelli tournament porta-potties invoice: PEM GM asked about the invoice for 4 porta-potties was a cost-share w/PEMPC. Ron clarified the number of units, invoicing/costs: PEMPC rented/paid for 2 porta-potties on a separate invoice, the other 4 were the PEM Resort bill due to the water outage in the Resort. There was discussion about sharing the cost of this invoice if corporate balks at the bill. PEM GM will solicit corporate for the full funding.
3. PEM Resort Guest badges were discussed and the way ahead will be: All players on the main courts will have badges/guest passes displayed on their person or on the courts. Guest passes will be either PEMPC issued or Front Office issued. There is no limit specified by the Resort for the number of guest passes a resident can request. PEMPC was given 20 Resort Guest passes to issue after hours/as needed for PEM players needing said passes/badges. PEMPC is doing this to assist the Resort with their blanket Guest pass procedure. The Guest passes/badges will have dates and sponsor (if applicable) indicated on the passes/badges and said passes are reusable by PEMPC.
4. Ron asked the PEM GM if the Resort had any group RV sites because several APPL state tournament players have indicated they will be coming to the Resort as a group comprised of several RVs. Also Ron asked if there were any Resort housing rentals available for tournament player and Christine thought the Resort had 19 units but did not know the availability of said units for the April APPL tournament.
5. Ron presented some thoughts on a possible shading solution designed by Reichter's Metal Fabrication. (We had Reichters' come out & provide a shading solution last summer to cover the isle way between quads 1 and 3.) PEM Resort Mgr agreed the club could do this effort as long as it wasn't a permanent installation that would require a building permit from the city. Funding would be on the club.
6. Ron also presented info to Christine on possible future artificial turf purchases in order to install more artificial turf in the pickleball complex. Ron advised Christine we'd go look at a turf recycle business to determine quality and cost for possible purchase/installation consideration. No funding or installation details were discussed. This was just an FYI—look what has been identified by club members in the local area--used artificial turf at a much lower cost than new. PEM GM agreed we should check it out and let her know if it is worth pursuing.

7. Christine pulled out the invoice Ron sent her for the repairs of courts 21-24 by Elite Sports. Christine understands the importance of the needed repairs and when most folks have left the Resort is a prime time to get this effort funded/completed before all the Picklers return again. She will submit the bill to corporate for funding. Ron also stressed Elite Sports would be the ideal contractor for any new courts being considered for installation here at PEM.

8. Christine also brought up a previous discussion we had about lining the tennis courts w/lines for pickleball play and the use of our 2 portable nets. (She brought this up to corporate and all are in agreement this is a great idea.) Christine wants to get with the Tennis Club lead/players to make sure this doesn't create World War 3 before she gives us permission to line the courts. She also stated the courts would be 1st come, 1st serve unless there was a scheduled activity on the tennis courts by the Tennis Club. Line colors still have to be reviewed by all before installation once we have approval to proceed.

9. And finally, Christine presented the futuristic plans for the Golf and Pickleball complex w/Bistro across the street from the pickleball courts. The design and planning are still in the preliminary stages but it is encouraging to know corporate and the Resort know how important pickleball is to Roberts Resorts. Plans include a pro shop for both golf and pickleball as well as championship court(s) with seating all around, outside dining areas, vendor spaces, more restrooms, etc. PEM GM agreed our Club Pro will get to review/provide input when the time comes since he's been to many professional venues.

The meeting ended at 12:05 pm.

PEMPC, VP
Howard Peaslee

March 4, 2024

2024 Kokopelli Klassic Pickleball Tournament

Summary Report: This report closes out the Tournament and supports the Final Budget.

The Tournament Committee from the 2023 Tournament knew the 2024 Tournament would be a bit like starting over. All the elements learned with the using the Pickleball Tournaments software would almost be useless. The merging of PT into Pickleball Brackets was supposed to keep the best of PT. The Registration Team would not know what was coming until the final version was released. Carrie Plemons was the Lead that had to compare options and ask questions, so she could train her crew.

I requested the Roberts Resorts letter for us to hold the 2024 Tournament on their courts. This is needed for application to USA Pickleball. Roberts Resorts supplied their approval letter for the KKT on March 21, 2023.

On March 27, 2023 I applied for the USA Pickleball Sanction. April 6, 2023: I completed and submitted the Tournament Director Check List. I received a text message saying we received notice that the Tournament was now Sanctioned by USA Pickleball.

With the Tournament being sanctioned Carrie Plemons could begin setting up the Tournament details in Pickleball Brackets. She would continue to add elements as Sponsors and Vendors were identified. The website was ready for the opening of Player Registration on November 9, 2023. January 16, 2024 was the date set for close of registration.

The Registration period was busy for the team as at one point we had 505 registered Players. The final registration number for players, at the start of the Tournament was 438. PEM Club members that played in the Tournament was 54. Down from 82 in 2023.

The following is a listing of pertinent Tournament information:

- Franklin Sports X-40 was used as the Tournament Ball
- Bill McManus was the Referee Coordinator. We had mostly Certified Referees each day. There were 20 referees on Saturday, 20 on Sunday, 24 on Monday and 19 on Tuesday. Bill told me that it looks like Certified Referee fees will be \$20 per match for 2025
- Counting the medals on hand, we only had to order the following:
 - 88 Gold
 - 38 Silver
 - 38 Bronze
- We awarded 104 Gold Medals, 100 Silver, 92 Bronze. We have the following medals left over for 2025:
 - 51 Gold
 - 26 Silver
 - 57 Bronze

- There were no issues with providing food trucks for the Tournament. No minimums were required for a single truck each day.
- Sponsor and Vendor commitments were again a challenge this year. Some vendors that have attended in the past declined. Pickleball Rocks was absent for being a Sponsor or Vendor... financial issues. I believe Tony will have to have either one or two people assist with obtaining additional Sponsors/ Vendors
- On February 10th, the first morning of the Tournament was delayed due to the amount of water on the courts. The rain the night before did not end until 4:00 am. We delayed the start time, 3 times. The first 4 matches started at 9:15, the second 4 at 9:40, we released 4 more at 10:00, 4 more at 10:15 and the final 8 matches at 10:30. This was accomplished by at least 40 club members and even players assisting in drying the courts. The rest of the day went very well and all players were complimentary on how considerate the Tournament was for player safety
- The Resort was having water break issues which were still an issue on Friday afternoon. We did have to order 4 additional portable toilets and 2 wash stations. The PEM restrooms did not have water at 6:00 Saturday morning but the water was back on permanently by 7:00am. There were no further issues through the Tournament
- The 2024 Kokopelli Klassic was a success. The weather cooperated, the players were happy and very complimentary, the PEM Volunteers did a great job and it was also a financial win for the Club. The final profit will post at \$16,204.28. I am awaiting one \$500 Sponsor check from Rays Rackets which will be mailed to me on May 1, 2024. The check arrived today March 4, 2024.

The submittal of the Final Excel Spreadsheet will close out the 2024 Kokopelli Klassic and the end of Mike Golden's role as Tournament Director. Tony Vervloet and Mike will be reviewing the Tournament binder and completing the transition process

	A	B	C	D	E	F	G	H	I	J	K	L
1	Kokopelli											
2												
3		Income										
4			Entry Fees			\$40,625.00						
5			Player Refunds			(\$3,095.00)						
6			Net Entries				\$37,530.00					
7			Vendor Fees				\$2,950.00					
8				Gross Income					\$40,480.00			
9												
10		Expenses										
11			Admin			\$1,249.16						
12			Contract Services			\$1,371.17						
13			Court Supplies			\$30.58						
14			First Aid			\$47.00						
15			Medals			\$212.38						
16			Pickleballs			\$985.10						
17			Pay Pal Fees			\$1,778.59						
18			PB Tournament Fee			\$3,772.00						
19			Player Snacks			\$259.29						
20			Referees/Line Judges			\$10,685.00						
21			Swag Bags			\$1,189.82						
22			Volunteers			\$2,695.63						
23			Total Expenses						\$24,275.72			
24												
25				Net Income						\$16,204.28		
26												
27												
28												