

**PEM Pickleball Club**  
**Board Meeting Minutes**  
10-17-23, South Card Room

1. Call to order: Ron Craig
2. Roll Call:
  - a. Present: Ron Craig, Howard Peaslee, Gwynn Gorrell, Lynn VanLierop, Michael Boothe, and Kurt Kassner via phone
3. Approval of the following minutes: Michael Boothe
  - a. 04-27-23 Board Meeting Minutes
  - b. 04-27-23 Executive Session Board Meeting Minutes
  - c. 05-05-23 Executive Session Board Meeting Minutes
  - d. 07-27-23 Electronic Board Meeting Minutes
    - i. **Motion made by Michael to approve the above Board meeting minutes. Gwynn seconded the motion. Motion carried.**
4. Treasurer's Report
  - a. October 1, 2022 - September 30, 2023
    - i. Income: \$65,766.45
    - ii. Expenses: \$73,618.59
    - iii. Capital Improvements (Shed and Gazebo wiring) \$ 3,598.31
      1. Change in Cash: **(-\$11,450.45)**
    - iv. Accounts:
      1. Cash \$ 4,948.94
      2. Reserve \$17,681.17
      3. PayPal \$ 50.00
      4. Total **\$22,680.11**
    - v. Important numbers to remember;
      1. Reserve set aside to court repairs and resurfacing: \$17,681.17 balance at of September 30, 2023
      2. Biggest income was Kokopelli \$29,000.00 with a profit of about \$9,000.00
      3. Biggest expense was resurfacing with was approximately \$15,000.00
5. Officer Reports:
  - a. President, Ron Craig
    - i. Summer/Season Improvements
      1. Turf Installation: PEM paid the full \$40,000.00
        - a. Christine is planning to put additional turf installations into the PEM Annual Budget and said that this would be done in increments to be completed over three or four years. Ron is hoping to get Scott Roberts out here to see what has been done before and hopefully convince him to install more turf more quickly.
      2. Overhead shading: In the planning stage

- a. Reiter Fabrication - Ron announced that the Board has approached Reiter's to make the metal posts to go from one Quad to another Quad (provide some stability). Then the Club would weave shades through these posts to provide more shade.  
*Reiter's bids are printed at the end of this document.*
  - 3. Water fountain at the Two-Courts: Ron announced that the fountain will be fixed soon by PEM.
  - 4. The Sales Office has asked PEMPC to help market pickleball to potential PEM homebuyers. Ron and Gwynn created a flyer to be given to the Sales Office to hand out to potential buyers. Ron also sent the Sales Office a schedule of the upcoming Tournaments.
  - 5. Ladies Bathroom: Ron reported: We have been given the green light to add 2 more stalls for the ladies. We have spoken to a couple of members who have agreed to be the lead on the project and are ready to go. The condition is the club would pay for it. The ballpark figures are \$3-4K. I feel that in consideration of PEM spending \$40K for the turf, this would be a good investment of club funds. We know that bathrooms have been a big "want" among club members. Ron has talked with Forrest and Al Gonzolas and a few others to do this work for the Club.
    - a. **Ron moved that he, on behalf of the Board and Club be authorized to spend \$3,000 to add two additional stalls to the ladies' bathroom. Gwynn moved to amend the motion to make the top limit of expenditure \$4,000. Michael seconded the amended motion. The amended motion carried.**
- ii. Financial Control Procedures
  - 1. Ron introduced a proposed set of procedures and control financial procedures. These controls (among other things) will include:
    - a. Treasurer's duties
    - b. Cash receipts and disbursement requirements
    - c. Maximum expenditure amounts for Pres/Vice Pres., other Board Members
    - d. Minimum annual reserve for court refurbishment
  - 2. *The full proposed Financial Control Procedures is printed at the end of these minutes*
    - a. **Gwynn moved to approve the proposed Financial Control Procedures. Ron seconded the motion. Motion carried.**
- iii. Approval of 2023-2024 Tournaments
  - 1. Board Approval was granted for the following tournaments via email roll-call vote on 07-27-23:
    - a. Rob Davidson's Legacy Tournament - October 20-22, 2023
      - i. Digital Board Meeting 08/28/23
      - ii. Rob Davidson was the Tournament Coordinator.
      - iii. FYI - this tournament was canceled because of low registration. Rob proposed that we turn Sunday, October 22 into a Legacy Carnival Fun Day from 9:00 - 3:00 and to raise money for the charity. Ron and others have helped Rob organize this event.

- b. USSP Tournament - November 1-3, 2023
      - i. Vote unnecessary
      - ii. Kim Beam is the Tournament Liaison Coordinator. She may need to be out of town at the time of the tournament. If so, she has enlisted Mike Golden to substitute for her.
    - c. Kokopelli - February 10-13, 2024
      - i. Vote unnecessary
      - ii. Mike Golden is the Tournament Coordinator. Tony Vervloet is the Assistant Tournament Coordinator.
    - d. Karl Kunz - March TBD
      - i. Vote unnecessary
      - ii. Rob Irving is the Tournament Coordinator.
    - e. APPL Tournament - April 3-7, 2024
      - i. Digital Board Meeting 08/28/23
      - ii. Kim Beam is the Tournament Liaison Coordinator.
      - iii. APPL anticipates needing 21 courts.
  - b. Vice President, Howard Peaslee
    - i. Howie asked if anyone has issues with receiving emails, and if so, let him know and he will work to correct the problem.
  - c. Secretary, Activities, Gwynn Gorrell
    - i. Planned Activities for the 2023-2024 season are printed at the end of these minutes.
  - d. Member-at-Large, Training, Lynn Van Lierop
    - i. Lynn shared, "What I have so far is that all my 2.0 volunteers are coming back this year. I have had a very positive response to my request for additional trainers and mentors with about a dozen new people signing up. Bill already has several players ready to take their first beginner lesson when he starts on November 6th. "I've reached out to all those who were on the mentor list last year and haven't heard back from all of them. We can update that and add the new ones once I have everything.
  - e. Member-at-Large, Courts, Kurt Kassner
    - i. On Kurt's behalf, Howie asked for helpers to blow off the courts. Ron will promote this through email.
  - f. Member-at-Large, Communications and Tournaments, Kim Beam
    - i. Kim reported that she has reached out to Michael Golden to take over for her as she is unable to be at PEM for the USSP tournament. She also reported that Susan Craig will serve as lead for the fruit and snacks, Rick Gorrell will serve as lead for parking, and we have at least one confirmed vendor: Ray's Rackets.
- 6. Old Business:
  - a. No old business to report
- 7. New Business:
  - a. Ron announced that we have added a new option to LivePickleball.com that allows players to pay dues, monthly dues, and guest passes.

- b. Monthly Community Youth Clinic; 20-30 youth, hosted by PEM members - initial volunteers will come from PEMPC Christ Church of the Valley members, potential Lead - Duane Martin
  - i. Ron presented a potential community service idea. Duane Martin knows the youth minister at one of the CCV churches. Duane reached out to this minister to ask if there would be interest from the youth to have a monthly 2-hour pickleball clinic. The minister was thrilled with the idea.
  - ii. The PEMPC club has received permission from the resort to hold a monthly clinic for youth at the PEM courts.
    - 1. Michael asked who would be liable for accidents. Howie said that we could require all players to sign a waiver in concert with the CCV.
    - 2. Michael suggested that we buy a general liability insurance policy, as permitted by the Club Bylaws. Ron agreed. The Board will look into this.
    - 3. Ron will reach out to the resort to ask what the resort will require.
      - a. **Ron moved to start this youth outreach pickleball clinic once a month, dates to be determined, and potentially have BBQ hotdogs and/or hamburgers for the youth at the end of the event. Howie seconded the motion. Ron moved to table the motion until we get more information regarding waivers and insurance. Gwynn seconded that motion. Motion carried.**
- c. Bylaws changes
  - i. Ron requested that the Board bring to the members a request to vote on the following Bylaw changes:
    - 1. Ratify the provision to allow Membership to vote digitally
    - 2. To change very minor verbiage to clarify the Bylaws (*as shown in red in the full copy printed at the end of these minutes*)
    - 3. To strike Amendment A, at Michael's suggestion, and add the verbiage: *Annual Dues and Guest Passes prices will be set by the Board on an annual basis.*
      - a. **Gwynn moved to post the above-mentioned changes to the Bylaws and present them to the membership for a vote in the November Membership Meeting. Michael seconded the motion. Motion carried.**
    - 4. **Gwynn will immediately post the proposed Bylaw changes to the PEMPickleball.com website and email them to the members.**
- d. Presentation of PEMPC Policy and Procedures Book
  - i. Gwynn presented a formal PEMPC Policy and Procedures Book with compiles all policies, procedures, and practices of the club. She said this document will be continually updated and posted on the club website.
    - 1. No vote is needed to accept this document.
- e. Ron requested that the Board approve the spending of \$125-\$150 to purchase PEM shirts for Rob Davidson.
  - i. **Ron moved for the above. Gwynn seconded. Motion carried.**

8. Comments and announcements:

- a. Forrest Vlahogorge asked what was the single highest expense for Kokopelli - Ron responded it was certified referees. He also announced that we will be asking everyone at vote on whether or not they want to have certified referees at the next tournament.
  - b. Miles Ledgerwood asked what % of membership has signed up so far. Michael said approximately 189 have signed up so far. Also, do we expect any changes in membership from last year - Michael shared that we have about the same membership sign up so far this season as we had last year at the same time last year.
  - c. Forrest suggested that we install a water dispenser at the far end of the courts. He will send information to Ron regarding his suggestion of which type/brand/model of dispenser he would suggest the Club purchase. (Note: Ron and Howie researched water dispensers in the summer for a briefing to the PEM Manager – unit cost was ~\$670 ea.)
  - d. Marlene Ayala asked if the shades would be permanent. Ron responded, “Yes.”
  - e. Ken Zylstra asked what PLS is. Ron answered that this is a scholarship for juniors in high school to encourage them to pursue pickleball as they go into college. Scholarships are typically \$750.00 to \$1,000.00.
  - f. Marlene asked about the bubbling on the courts. Ron told Marlene that the court crew reached out to the company who refinished the last eight courts as well as another contractor. Both told the crew that this is a chemical imbalance issue with the concrete. The crew is working on a fix for this problem. Ron is going to reach out to Elite Sports to see if they can be fixed and resealed; questions are, 1) can it be done, 2) what will it cost, and 3) how soon can it be done.
  - g. Miles asked if we have permission through Roberts Resorts to have the monthly Youth Pickleball clinics, and suggested that we get a signed document from the resort that says the Pickleball Club will not be held liable if an injury occurs. Gary Pike wanted to give an update on InterCommunity Play. It will start Wednesday, November 15, 2:00 at PEM, 3.5s at one venue and 4.0s at another venue. There will be a signup go through LivePickleball.com. Play will go through the last week in March. Gary will be the lead.
  - h. Jeff Tomlinson asked how people are getting higher ratings at this time of the season before formal PEM testing. Gwynn responded that a few new players will be evaluated by Rob at this time. Only five folks have been identified as needing evaluation. No other testing will start until the first week in January.
  - i. Jeff also asked how the guest policy will relate to six friends they want to bring to PEM to play. Gwynn answered that she will send Jeff the Board approved Guest Pass.
  - j. Ted asked if we can have a 3.0+ event for men. Ron said that, absolutely we can add an event if we have someone to lead the event. Ted volunteered to run the event.
  - k. Sue asked what is the start date and time for the first Orientation meeting: Gwynn responded October 20th at 2:00.
9. Ron called for the Board to move into Executive Session
- a. Executive Session was called at 5:45 pm.
  - b. The Board left Executive Session at 6:05.
10. Adjournment:
- a. **Ron moved to adjourn the meeting. Howie seconded the motion. Motion carried. Meeting was adjourned at 6:05pm.**

*Respectfully submitted by Gwynn Gorrell*

REITERS CUSTOM WELDING, INC  
5815 W MCLELLAN RD  
GLENDALE, AZ 85301 US  
DONG@RWELDER.COM



Estimate  
ADDRESS: RON CRAIG  
11201 N EL MIRAGE RD

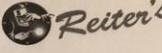
ESTIMATE DATE: 3871  
10/11/2023

DATE	DESCRIPTION	QTY	RATE	AMOUNT
10/11/2023	QTY 15 SUPPLY AND INSTALL 1.5/8" OD SCH 40 GALVANIZED STEEL PIPE 23' LONG INSTALL WITH A T-CLAMP AND BOLT AT EACH END FABRICATION AND INSTALLATION	1	4,955.00	4,955.00T
SUBTOTAL				4,955.00
TAX				455.86
TOTAL				<b>\$5,410.86</b>

Accepted By  
Accepted Date

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DONG@RWELDER.COM



Estimate  
ADDRESS: RON CRAIG  
11201 N EL MIRAGE ROAD

ESTIMATE DATE: 3872  
10/11/2023

DATE	DESCRIPTION	QTY	RATE	AMOUNT
10/11/2023	QTY 15 SUPPLY 15/8" SCH 40 PIPE 21' LONG QTY 30 SUPPLY T-CLAMPS AND BOLTS DELIVERY TO EL MIRAGE	1	2,655.00	2,655.00T
SUBTOTAL				2,655.00
TAX				244.28
TOTAL				<b>\$2,899.28</b>

Accepted By  
Accepted Date

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2023-2024 Activities Calendar - PEMPC

Date	Activity	Lead	Projected Expense
Saturday, 10/22/23	Legacy Tournament BBQ and \$250.00 Sponsorship or <b>Social BBQ - Board Host</b>	Gwynn Gorrell/Norma Gangi	\$475.00 (W/sponsorship) Or \$225.00
Saturday, 11/11/23 (Requires sign-up)	Dynamic Balance and How to Fall Seminar <b>Social BBQ - 3.5s Host</b>	Gwynn Gorrell/Marlene Ayala Gwynn Gorrell/Norma Gangi	\$0 \$250.00
Tuesday, 11/14/23	Membership Meeting Happy Hour	Gwynn Gorrell	\$TBD
Saturday, 12/02/23	Toys Collection, AZ Foster and Adoptive Parents <b>Social BBQ - 4.0s Host</b> <b>Christmas Dress-Up Day</b>	Jea Alderson/Laurie Penny Gwynn Gorrell/Norma Gangi Julie Carver/Penny Anthony	\$0 \$250.00 \$0
Tuesday, 12/12/23	Membership Meeting Happy Hour	Gwynn Gorrell	\$TBD

Saturday, 01/13/24	AED/CPR Training with Blood Pressure Checks Chili Cookoff - \$5.00 each, raffle ticket draw for judges	Gwynn Gorrell/Bill Reuter Sherry Hulbert	\$0 \$50.00
Tuesday, 01/09/24	Membership Meeting Happy Hour	Gwynn Gorrell	\$TBD
Saturday, 01/20/24	Pickleball Rodeo/Ice Breaker Social BBQ - 3.0s Host Team Spirit Dress-Up Day	Jea Alderson/Laurie Penny Gwynn Gorrell/Norma Gangi Julie Carver/Penny Anthony	\$250.00 \$400.00 \$0
Saturday, 01/27/24 (Requires sign-up)	Dynamic Stretches for Pickleball Warmups Seminar Pizza Picnic - Board Host	Gwynn Gorrell/Marlene Ayala	\$0 \$250.00
Tuesday, 02/16/24	Membership Meeting Happy Hour	Gwynn Gorrell	\$TBD
Saturday, 02/17/23 (Requires sign-up)	Heart Health and heart ultrasounds Social BBQ - 1.0s-2.5s Host	Gwynn Gorrell/Marlene Ayala Gwynn Gorrell/Norma Gangi	\$0 \$550.00
Tuesday, 02/27/24	PEM 4th Hole-Faith House (\$250.00 sponsorship)	Collenette Corson	\$575.00 (W/ sponsorship)
Saturday, 03/16/24	Annual PEMPC Meeting Food Drive Social BBQ - Board Hosts St. Pat's Dress-Up Day	Julie Carver/Penny Anthony Tracy Olney Gwynn Gorrell/Norma Gangi Julie Carver/Penny Anthony	\$275.00 \$ 30.00 \$550.00 \$0
MONTHLY YOUTH CLINICS (4 @\$100.00 for food)			\$400.00
<b>TOTAL 2023-2024 ACTIVITIES BUDGET</b>			<b><u>\$4,500.00</u></b>

# PEM Pickleball Club

## Financial Control Procedures

### 1. Check-and-Balance Procedure:

- a. The PEMPC Treasurer shall periodically deposit all revenues and receipts in an established PEMPC account, as approved by the Board, in the club name, and maintain the Club account through succeeding club administrations, or pass all documentation to his/her successor.
  1. Disbursements shall be made by check or from an approved petty cash fund, with purchase receipts or invoice/s retained with documentation for all receipts and expenditures. At no time may disbursements be made from 'unbanked' cash.
  2. All monies received by the Club from special activities and events (i.e., tournaments, court rentals, etc.) shall be deposited into the PEMPC bank account/s.
- b. The PEMPC Club will hold TWO (2) Debit Cards, one to be continuously held by the PEMPC President, and the other to be held by the Board member over Operations. At all times, both the President and Treasurer must be aware of who holds both debit cards.
  - . All transactions shall be recorded in a timely manner in club financial records and posted for PEMPC members to view. All financial records must be preserved for seven (7) years.
- c. As a part of regular club meetings, the Treasurer should provide the members with a financial presentation showing revenues and disbursements, and account balances. This presentation should be recorded in the minutes of the meetings.
- d. Any non-budgeted monetary disbursement in excess of an established amount (noted below) shall require approval by the Board:
  - i. President/Vice President - \$500.00
  - ii. All other Board members - \$250.00
- e. All Board members will prepare an annual budget for the committee/event to which they are a Board Liaison to be approved by the full Board. If that committee/event has an expense that exceeds an approved budget item, the Board member Liaison will be required to obtain Board approval of the increased amount before making an expenditure.

### 2. Required Annual Monetary Reserve:

- a. The PEMPC shall add \$7,500.00 in reserve per year, set aside and accumulated for court refurbishment.

