

PEM Pickleball Club
(DRAFT) Special Called Board Meeting Minutes
04-02-24, 1:00 pm, F80

1. Meeting called to order at 1:00: Forrest Vlahogeorge
2. Approval of past Board Minutes: Forrest Vlahogeorge
 - a. 03/05/24
 - b. 03/11/24
 - c. 03/25/24
 - d. 03/26/24
 - e. 03/29/24
 - i. **Mike moved that all minutes be approved, Kim seconded the motion. Motion carried.**
3. Pro Contract Discussion: Forrest Vlahogeorge
 - a. The Board and Rob Davidson agreed on contract terms. Rob signed the contract.
 - b. The Job Description will be posted on the webpage, and the website will direct members to PEMPickleball.com to vote on whether or not to retain Rob for the 2024-2025 season.
 - c. The Board will publish a formal survey/ballot through LivePickleball.com, starting on Wednesday, April 3, 2024 for two weeks.
 - i. **Addendum; Michael requested that the word, 'Salary' be changed to 'Compensation'. Kim noticed that the 4.5 level was left out of the Job Description bullet point that states Rob will test players wishing to move above 3.0. Gwynn confirmed the changes were agreeable to Rob and made the changes on the Job Description part of the Contract. 04-02-24.**
4. Vote on Removing Rating System at PEM: Forrest Vlahogeorge
 - a. **Forrest moved that we follow the training/ratings stipulations listed below:**
 - i. 1.0-3.0 Informal Progression by Leads using IPTPA Training
 - ii. Advancement from 3.0 up Ratings will be performed by the Club Pro or outside IPTPA raters. Training is still provided by the Club at all levels.
 1. **Steve moved that we table the motion until next fall so that we can receive Tina McComb's final ratings report covering this season and we can obtain input from the members. Howie seconded the motion. Motion passed.**
 2. **This topic will be tabled until a Special Called Business Meeting is called during the summer.**
 - iii. Steve asked that we send out a survey to the members, asking them what they think of the ratings testing process we used this year and if they want us to keep or discontinue the 3.5 and 4.0 tests. Gwynn asked Steve to send her some questions to be included in the survey.
5. Financial Report: Michael Boothe
 - a. Michael stated that the only change in the financial records is the Raffle income at the March Annual Meeting. The Club earned \$453.00 on the raffle this year.
 - b. No vote of approval was required.

6. Rich Bauman - why do we pay him?
 - a. Howie and Kurt listed the basic jobs that Rich performs for the Club.
 - i. **Gwynn moved to continue Rich Baumann. Howie second the motion. Motion carried.**

7. Capital/Facilities Improvements: from Ron Craig, Chairperson of the Facility Improvements Committee
 - a. Howie described how the initial shades will be structured. He also described the re-purposed astroturf that he and Ron are looking at.
 - b. Forrest presented each improvement item to the Board for discussion.
 - c. **Gwynn moved to approve the following projects for the summer, strike #4 which is for \$1,500.00 to purchase additional signage, and postpone the remaining items until another meeting. Kurt seconded the motion. Motion carried.**
 - i. **Sunscreens**
 - ii. **Astroturf**
 1. Forrest suggested that we rent a vacuum truck to remove the gravel in preparation for the astroturf.

8. New Shared Google Account: Gwynn Gwynn
 - a. Gwynn offered to help Board members log into the PEMPC after the meeting ends.

9. Member Communication Protocol: Forrest
 - a. PEMPC Google Acct/Drive
 - b. RED Folder - Members Comments-Questions-Complaints

10. Policy and Procedure Document Updates: Gwynn
 - a. Gwynn handed out 2023-2024 policies and procedures to the liaison Board member for updates and corrections. She will collect these documents during the summer and update the policies and procedures document.

11. Other Business:
 - a. Email from Christine regarding bathroom penalty fee:
From: Christine Finocchiaro <cfinocchiaro@robertsrc.com>
Date: March 27, 2024 at 2:30:05 PM MST
To: Ron and Susan Craig <ronsuecraig@earthlink.net>
Subject: Re: 2024-2025 Proposed Facilities Capital Investments List
Hi Ron,
Thanks for sending over and the kind words. Do you happen to have a copy of the contract that was signed by the Pickleball Club to lease out our courts? That would be helpful. Also, where would you like me to send the invoice for the ½ cost of the bathroom upgrade? The final cost was \$3,500.00. Just let me know, thanks, C

12. Adjournment: Forrest
 - a. **Forrest moved to adjourn. Kurt seconded the motion. Motion carried.**

Respectfully submitted by Gwynn Gorrell, secretary

2024-2025 Capital Improvements

Listed below are Wish List of suggested improvements to the courts where the cost is estimated over \$1000

1. **(SUMMER) Sunscreen Coverage between quad 1 and 3: \$3000. Proposal of steel rods extending across the aisle and sunscreen secured to the rods providing shade for the summer months.**
2. Purchase of water removal device called Vaptor: \$3000. This machine will assist in drying courts more quickly. Especially needed during tournaments and Organized play.
3. **(SUMMER) Purchase of astroturf: \$3000. This will be spent on used turf(if quality is close to the existing turf already installed).**
4. ~~Quad/court signage: \$1500. Signs depicting the quad and courts will help both new PEMPC players and tournament players who are not familiar with the PEMPC layout.~~
5. Paver Walkway from training and operations shed to connect to paver walkway around the bathroom. \$2000. Provide ease to move training carts from sheds to the courts. Reduce rocks in the shoes of people going from the sheds to the courts. **Howie suggested we look at the bathroom building into one of these storage rooms.**
6. Purchase more chairs. \$2000. Currently, there are 100 chairs of 3 different types. There are not enough chairs to put equally in each quad. Recommend purchasing another 50-100 chairs.

PEMPC Pro Job Description - 2024-2025

Job Title

Job Summary

The PEM Pickleball Professional will promote the PEMPC Mission and Guiding Principles. The Pro will be responsible for providing instruction, overseeing Skills-and-Drills events, assisting in the rating system, and creating various programs in support of PEM Pickleball Club. The Pro will work closely with the PEM Pickleball Club Board to ensure that club policies and procedures, and Pueblo El Mirage RV Resort guidelines are followed.

Responsibilities and Duties

The Pro will:

- Work as an advisor to the Board regarding tournaments, charitable invitational events, and other events that both, earn income for the club, and encourage participation and charity within the club, to include:
 - The Pro will advise regarding tournament referee requirements, tournament structure, and timing for such events.
- Work with the Communications Committee to keep the PEMPickleball.com website updated regarding training opportunities
- Evaluate new incoming members when requested by the Ratings Committee on an as-needed basis to determine proper skill groupings to include evaluation of various components of the game
- Work closely with Club Organized Play and Training Leads to maintain a well-planned, well-run schedule of training and events, ensure maximum court utilization, and to ensure maximum opportunities for the members to improve their various components of the game, to include:
 - The Pro will add more training to the two daily Play/Observation round robin sessions at all levels.
 - Using information gained from the weekly Round Robins, the Pro will develop skill-&-drills events for each level (now to include the 4.0A group).
 - The Pro will be willing to provide IPTPA ratings for qualifying players moving to the 3.5, 4.0, and 4.5 levels through the IPTPA website and paid by the players requesting the IPTPA ratings Test.
 - The Pro will meet with the Training/Mentoring Coordinator and volunteers in early November to conduct a training event for 'Training the Trainers' and 'Training the Mentors'.
- Promote a pickleball program that actively aims to create a positive and enjoyable pickleball experience
- Introduce new events into the pickleball program that provide greater opportunity for the PEM members
- Ensure health and safety is promoted to the highest level

Qualifications and Skills

The Pro will:

- Have a minimum of 3-5 years of experience teaching pickleball
- Be in good physical condition and able to work on his/her feet for long periods of time outside in an environment with varying conditions

- Be highly engaging, outgoing, energetic, and be a team player with a can-do attitude
- Be required to work flexible hours from time to time to include days, evening, weekends, and holidays

Compensation, Benefits, and Work Schedule

Compensation \$7,500.00

Benefits

- The Pro will have access to the courts for private lessons, clinics, etc. October 1, 2024-April 30, 2025, provided it does not interfere with organized events or his/her ability to perform job responsibilities and duties as described above.
- The Pro will inform the PEMPC of all private lessons, clinics, etc. clinics both within the contract period and outside the contract period.

Work Schedule and Contract Period

- January 1, 2025 – March 31, 2025
- 9:00 - 5:00 daily, Monday-Thursday
- Periodic evening, weekend, holiday hours