

WRPBC Board Meeting Minutes
Wednesday, January 6, 2021
2:00 PM The Ranch House

Call to order – Glenn Saucier, President

a. Roll Call: Kathleen Gallegos, Secretary

2:01 Call to order: Present: Glenn Saucier, Kelly Falkenberg, Nancy Miller, Lesli Link, Mark Saeli, Paula Janoski, Kathleen Gallegos, Absent:: Rebecca Dols

Approval of Minutes – The minutes of the December 1, 2020 regular Board meeting were approved via email vote on December 2, 2020. Motion made by KF seconded by GS, the following board members voted to approve the minutes as written; JJ, BS, NM, DM (abstain: TH & RE).

1. **Adjustments to the Agenda (none)**

2. **Welcome Message** – Glenn Saucier, Board President

Each board member self-introduced, with a brief description of past jobs, current status, working / retired, current dwelling neighborhood, and past board involvement if any.

3. **Assignment of Director Responsibilities and Definitions of Duties**

a. Structured Play – Lesli Link

1) Lesli Link will be responsible for maintaining the Club calendar, as well as setting up and creating structured play, such as Round Robins, Shootouts, league play, etc.

b. Membership – Mark Saeli

1) Mark Saeli will be responsible for membership sign up, and maintaining equipment inventory

c. Communications – Rebecca Dols

1) Rebecca Dols will be in charge of issuing and maintaining membership communications from the Club. All comms should funnel up to her, to allow for consistent communications.

d. Social Activities – Paula Janoski

1) Paula Janoski will be responsible for spearheading social events, parties, bbq's, etc

4. **Introduction to the WRPBC/Slide Presentation** – Glenn Saucier

Glenn Saucier laid out via bullet point presentation goals, and expectations for this years' board.

a) Find and implement new software to streamline processes, in order to dovetail as many tasks as possible into the one program. Such as membership roster, waivers, calendar, court reservations, etc.

At this time, it has been narrowed down to three different software programs (stay tuned)

b) Generate and maintain positivity as the overall atmosphere regarding the WR Pickelball Club and activities tied to it.

c) Find ways to involve more members with club activities

d) Set up and maintain an ambassador program to welcome new players

Brief overview of our responsibilities as board members.

a) Read and understand the by-laws and SOP's.

b) Complete tasks in a timely manner

c) Keep board meeting discussions private

d) Support board decisions even if our personal preference is in the minority

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5. **General Membership/Public Comment:** This time is reserved for any person to address the Board about any listed discussion item or provide input to be considered prior to the Board voting on listed action items.

NONE

6. **Discussion Items**

- a. Carry over business from 2020
 - 1) Need to consider change of accounting software, in order to streamline the accounting process and subsequent responsibilities, such IRS tax documents, and other places that the 501c3, needs to report to.
 - 2) Need to update PayPal account to reflect new officer
 - 3) Need to pay Carrie Lane and Bob Patten for skills & drills clinics.
- b. Items to be included on the WRPBC calendar (skills & drills, Pickledolls, etc.)
 - 1) Lesli will oversee the Calendar and update as structured play dates are decided, (to that end we scheduled a meeting to discuss structured play for Jan 8th @ the Ranch House 2pm.)
- c. Development of continuing Court Ambassador program
 - 1) We need to be on the lookout for those who are willing and able to be ambassadors, goal is to always welcome anyone new or hesitant to join the already active and familiar members on the courts.
- d. New Business for 2021, including beginner training (presence of an officer) on day #3 & equipment sales announcements to membership
 - 1) We discussed but did not come to a definitive process regarding which officer or officers, would be present at the end of the beginner clinic.
- e. Refinement of WRPBC debit card usage and expense report processes
 - 1) The discussion regarding the debit card usage, resulted in a consensus that all transactions involving the club debit card needs to be documented. Nothing was definitively decided regarding the exact process.
- f. Address changes and authorizations to be made for the WRPBC for 2021 – including; IRS (501(c)(3)) & 990-PF form return address, Arizona Secretary of State, MailChimp, UMB Bank, Insurance Company, PayPal (?)
 - 1) A lot of discussion regarding past oversights that will require those in the know, to contact the various entities we are responsible to, and update our information, so that the current board is able to conduct business under their own name. To that end, a call to the IRS at minimum is in order, and will be Glenns' responsibility.
 - 2) Nancy needs to deal with a previous 990 that was filed with an incomplete TAX ID. Late filing fees add up at the cost of \$25.00 a day. To that end she will look at implementing new accounting software to support the ongoing fiscal tasks.
- g. 2021 USPA rules updates & implementation (effective January 25, 2021)
 - 1) To help educate all players regarding the new rules Glenn (maybe others) will use one court to demonstrate, and iterate the new rules, the week of January 18th (daily) @ 10am.

7. **Action Items**

- a. Items will be identified pending initial 2021 Board discussions
 - 1) Kelly Falkenberg to send out message to Club Members regarding the new rules
- b. 2021 Board Meeting Calendar
 - 1) It was decided that WRPBC Board will meet the first Wednesday of each month at 2pm, at the Ranch house.

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8. **General Membership/Public Comment:** This time is reserved for any person to address the Board with requests for future agenda discussion or action items: **NONE**

9. **Other Business**
 - a. Agenda items for next Board meeting
 - 1) No other business was decided officially for the next meeting as we went well over our time and were politely kicked out of the Ranch House.

10. **The Board may recess to Closed Session to discuss and/or act upon any current or previously identified agenda items**

11. **Report out of Closed Session: NONE**

12. **Adjournment: On a motion made by Kelly Falkenberg and seconded by Nancy Miller, the board unanimously voted to adjourn this meeting @ 5:05pm.**