

PTPC Board Meeting Minutes

December 5, 2023

The Vice President, Jim Maupin presented the following agenda for this board meeting:

- Call to Order/Roll Call
- Reading and approval of Minutes of 10/31/2023 board meeting
- Officers' reports
- Old Business
- New Business
- Review of PTPC Board Member Job Descriptions

Call Meeting to Order

The meeting took place at the Library's Pink House and was called to order at 2:25 pm by Jim Maupin. Present were Jim Maupin, Mark Finco, Carla Jean Pugh, Tony Porto, Annette Joyce, Kirk Rowdabaugh, Stan Jonasson, and Teresa Sisk.

Reading and approval of Minutes from October 31, 2023, Board meeting.

The minutes of October 31, 2023, board meeting was unanimously approved.

Officers Reports

Vice President's Report – Jim Maupin

- Jim met with the head of maintenance for the high school. The following summarizes their conversation:
 - The club would have to pay for all costs related to the installation of a new gate in the NE corner of the court.
 - Jim agreed to get an estimate for installation.
 - The club will not be allowed to repaint the court with pickleball lines only. The high school will be using the court more often now that the Chimacum high school will be joining with Port Townsends tennis club.
 - The club will not be allowed to use roll-away nets for the reason stated above.
 - The high school maintenance department will trim the tree in the SW corner. They did not promise a by when date for this. Jim will follow up with them in the new year.

Treasurer's Report – Kirk Rowabaugh

- Kirk presented the Statement of financial activity for July 1, through December 4, 2023, indicating net revenue of \$1,760. The report does not reflect a \$492 reimbursement check from the tennis club.
- The June 2023 annual meeting raffle winner has not collected his \$200 prize. The board agreed that Kirk should send him a \$200 check rather than Pickleball Central Credits valued at \$200.
- Kirk will find out the dollar value of credits accumulated in the club's account with Pickleball Central. Tony Porto will prioritize using these credits for equipment purchases.

Secretary Report – Teresa Sisk

- Teresa noted that there is no central depository for various club account information such as Mailchimp, PayPal, Pickleball Central, Playtime Scheduler and Gmail. This information seems to be spread across several board and non-board members. She proposed gathering all of this information and storing it in a secure location so it can be easily transferred to future board members.
- Action item. Teresa will gather all of this information and report back as to how and where it will be stored.

Membership Report – Annette Joyce

- As of December 5, 2023, the club has 211 registered members. All members have paid their dues for the 2022-2023 fiscal year.
- Annette responded to concerns by a member that hosts of club events are not monitoring players to insure they are following the rules including acceptable serving techniques. Annette spoke with the member and clarified that the club was not responsible for monitoring member play during recreation play. Players are monitored during club sponsored tournament play.
- Board members noted that the club has posted a code of conduct posted on the website which members are required to confirm they have read when submitting their application for joining or renewing their membership.

Board Member At Large – Carla Jean Pugh with guest star Stan Jonasson:

- Carla Jean, Mark Finco, and Stan have been researching the purchasing options for club T-shirts and other club merchandise.
- Stan provided examples of various t-shirt styles, material, and logo options. There was general agreement that the look of club t-shirts would be improved by a bigger pocket logo and possibly the addition of a logo on the back of the t-shirt. Tony requested that t-shirts be made from cotton, and no petroleum products.
 - Carla Jean, Mark, and Stan agreed to provide the club with some examples of t-shirts with a bigger club logo for consideration.
- The board discussed the various purchase and distribution models for t-shirts sales.
 - The board agreed that offering free t-shirts to members was too expensive.
 - The option of pre-purchasing t-shirts and making them available for purchase comes with some financial risk.
 - The club would have to front the set up cost for printing and purchase various sizes and styles.
 - T-shirt sales would have to be administered by someone. In the past Stan has taken on this role.
 - The pre-purchasing method often results in surplus t-shirts that can't be sold.
 - A print-on-demand model is an option. This option allows customers to order and purchase their own t-shirt online from a company. The club would sell its custom designed t-shirt through a company and receive a small percentage of each sale. The club would dictate what styles and colors would be made available with its logo.

- Kirk made a motion to pursue the print on demand business model. Directing Carla Jean and Stan to bring back additional information on this model for board consideration. The motion was seconded and approved.

Court Operations Report – Tony Porto

- Tony completed the repairs to the Mountain View courts. He discovered some sink holes while repairing some of the surface making the job more complicated. He is hopeful the repairs will hold until the warmer weather when he may be able to do more.
- Tony confirmed from former board members that the condition of the courts doesn't appear to be caused by substandard work by the contractor, but rather from the original condition of the court surface. The scope of work did not include stabilizing the existing slab prior to installing the new court surface on top. That is why the contractor was not able to guarantee his work.

The board revisited the discussion about replacing the remaining 3 nets at the high school courts now that we have learned roll-aways won't be possible. As part of this discussion Kirk asked about the level of interest for purchasing 2 nets to loan to the YMCA. Part of this discussion included making it clear that the YMCA would not likely take responsibility for any damage done to the nets and the club should not expect to get them back in good condition.

Kirk made a motion to purchase 2 new Swiftnets to be loaned to the YMCA and to have them outfitted with a banner/sign stating that they were provided by the Port Townsend Pickleball Club. Annette requested to amend the motion to include the purchase of 3 new Swiftnets for the high school courts, for a total of 5 new Swiftnets. The motion was seconded and approved by Jim, Mark, Kirk, Annette, and Teresa. Tony voted not to approve the motion.

Kirk and Mark agreed to look into ordering and adding a banner to the YMCA nets loaned to the YMCA.

Community Relations Committee – Jim Maupin reporting for Eric.

- Charlie Houston provided a revised lease for the Jefferson County Fairground courts. A motion to approve the revised lease was made and seconded. The motion was unanimously approved.

Jim agreed to follow up with Charlie regarding the lease approval and request that Charlie follow up with the fairgrounds to have it finalized.

New Business: – Jim Maupin

- The club received a request from Keith Hitchcock with the PTFF Film Project. PTFF asks if the club would be interested in selecting a pickleball film for the festival. The ask includes help in promoting the event.

Annette agreed to reach out to Keith to ask him to provide some film suggestions for the board to consider promoting.

Kirk agreed to get Patti Rowdabaugh's thoughts about the idea. Patti sits on the PTFF board.

Next Board Meeting:

- The next Board meeting will be **Tuesday January 9th at 2:00 p.m.** It will be held at the Pink House.

The meeting was adjourned at 4:17 p.m.

Respectfully submitted,

Teresa Sisk