

PPPA Board Meeting  
11/2/17, 2:30 pm  
Library 21C

**Attendees:**

Jeff Norton, President  
Marti Gasser, Vice President  
Steve Ridings, Treasurer  
Pam Doane, Secretary  
Theresa Melius, Tournament Director  
Sherry Fairchild, Education and Training Activities Director  
Sharon Schneider, Membership Director  
Marcia Allan:

President Jeff Norton called the meeting to order at 2:30 pm

The minutes from the 9/28/17 Board meeting were accepted as written.

**Treasurer – Steve Ridings**

PayPal Balance 10/31/17:	\$9,067.48
ENT Balance 10/31/17:	\$34,920.51
Total:	\$43,987.99

Steve is moving \$30,000 from ENT and \$5,000 from PayPal into a savings account at ENT, leaving \$8,987.99 in the checking account for working capital.

PPPA 2017 YTD Net income is \$29,372.75, which doesn't include approximately \$2,700 expected from the State tournament.

Steve paid the Board liability insurance premium of \$750.00 the week of 10/30/17.

**AI:** Steve will obtain a copy of the Board liability insurance policy and give it to Jeff.

The budget will be finalized and ready for Board approval prior to the end of November. The budget will be published to the membership in December along with anticipated PPPA projects and their estimated costs.

Note: Long-term projects are defined as completion a year or more out.

Short-term projects are defined as completion within the year.

Per the IRS, it is not detrimental for the Association to have a large cash balance.

**Marcia Allan – GPRT Silent Auction Update:**

The proceeds from the 2017 Silent Auction totaled \$5,039.00

Per Steve, we owe \$46 in sales tax to Colorado Springs (based on the income from goods. Income from services is not taxed). The taxes will be filed in the next few days.

The Silent Auction went very well but it was a lot of work.

- One table of high-ticket auction items stayed open throughout the 4-day tournament. The other three tables closed daily at 2 – 2:30 pm and a new batch of inventory was set out the next day.
- Rather than running the auction from 8 am – 2 pm, we might consider opening at 10:00 am and closing at 2:00 pm.
- Theresa appreciated that there were fewer announcements with the silent auction format than with the raffle format.
- We will consider putting banners on the website, and producing and hanging banners during the tournament for our high-end contributors (such as Lazy Boy, Bonefish Grill, Blue Star Group, etc.), giving them sponsor dollar credit for their auction contributions.

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- PPPA Donor/Sponsorship levels:
  - Bronze - \$250
  - Silver - \$500
  - Gold - \$750
  - Platinum - \$1,000
  - Peak - \$10,000

Definition of terms:

- Donor – gives a donation with no expectation of anything in return.
- Sponsor – gives a donation with the expectation that the club will give advertising, etc. in return.

Marcia asked if the Board has a pre-determined goal for the fundraising effort and a pre-determined purpose for the funds. This is a question asked by both donors and PPPA members.  
**AI** – Marti and Jeff will work together to develop a list of goals.

Marcia is recruiting Cori Freischlag to take over the fundraising efforts in 2019.

The fundraising team needs more professional marketing tools to provide to donors and sponsors as the team solicits funds.

**AI:** Jeff will work with Carol Odell to develop these tools.

Pickleball Central: When club members purchase items from Pickleball Central, the member receives a 5% discount on the purchase and their club receives a 5% rebate.

**AI** - Sharon will add this to the list of PPPA membership benefits.

**Secretary – Pam Doane**

Review of By-Laws final draft

Final inputs provided by Jeff Norton and Steve Ridings were reviewed and accepted by the Board.

Jeff will take the final drafts of By-Laws and Policies to the Schmitz law firm for legal review.

Jeff Norton moved 'that the PPPA Board approves expenditure not to exceed \$1,000 for legal review of the updated draft of the PPPA by-laws and Policy documents'.  
The motion was adopted as written.

**Policies:**

**Policy 1: Pikes Peak Pickleball Board Member – Sharon Schneider**

Sharon will update the existing policy with input from Board and redistribute. The Board will vote electronically to accept/reject the updated policy.

**AI:** Steve will renew PPPA's subscription to the programs at the Center for Nonprofit Excellence.

**Policy 2: Pikes Peak Pickleball Association Goal #1 and Strategy Objectives – Jeff Norton**

Jeff Norton moved 'to retire Policy 2'.

The motion carried.

**Policy 3: PPPA Board of Directors Election Cycle – Sharon Schneider**

Sharon will update the revised policy and redistribute to the Board. The Board will vote electronically to accept/reject the updated policy.

**Policy 4: Financial Support to Friends of MVP – Jeff Norton**

Jeff Norton moved 'consistent with our 2013 agreement, PPPA will donate \$500.00 to Friends of Monument Valley Park and notify Friends of Monument Valley Park that this donation concludes our financial support MOU and therefore retires Policy 4'.

The motion carried.

**Policy 5: John Venezia Community Park Pickleball Venue Memorandum of Understanding (MOU) between PRCS and PPPA – Jeff Norton**

Jeff Norton moved 'to retire Policy 5'.  
The motion carried.

**Policy 8: PPPA Nondiscrimination and Whistleblower Protection Policy – Jeff Norton**

Jeff Norton moved 'to adopt Policy 8'.  
The motion carried.

**Policy 9: Financial Policies – Steve Ridings**

Steve will distribute a corrected version of the above policy and the Board will vote electronically to accept/reject the updated policy.

**Great Plains Regional Memorandum of Understanding – Jeff Norton**

The Great Plains Region Nonprofit Chairman submitted a Memorandum of Understanding between the USAPA Great Plains Region Nonprofit and the Pikes Peak Pickleball Association (PPPA) to govern the 2018 Great Plains Regional Tournament.

**AI:** Jeff will work with Steve and Ramona Boone to clarify the terms of the MOU and finalize the agreement for 2018.

**End of Year Reports – Jeff Norton**

Jeff will review the accomplishments provided by each functional area and condense them for the December year-end report to the membership.

**Needs and Wishes for the park – All**

Short and long term goals for the pickleball complex need to be identified, prioritized and worked with Parks and Rec for inclusion in the December year-end report to the membership.

**AI:** Marti will compile the 'wish list' and work with the city to quantify and determine feasibility.

**Budget – Steve Ridings**

Steve will work with the inputs from the Board and draft the 2018 budget, which will also be included in the December year-end report to the membership.

**Organization Chart Update – Jeff Norton**

The Nominating Committee was added as a standing committee under the President.

**AI:** Jeff will provide the updated Org Chart to the Communications Committee to post on the website.

**Board Member Job Description Discussion tabled until the next meeting.**

**AI:** Pam will provide a general format for the job descriptions.

The job descriptions will be posted on the website.

**PPPA Board of Directors Meeting Dates for 2018:**

**May 24, 2018, 1:00 pm**

**June 2, 2018, PPPA Annual Meeting**

**August 2, 2018, 1:00 pm**

**November 1, 2018, 1:00 pm**

**Meeting adjourned 5:03 pm**