



# MINUTES

## P2P Board Meeting Minutes

*February 1, 2024/3:00 PM Chaffee County Fairgrounds*

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### In Attendance

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The meeting was held with the following attendees.

Cheryl Piderit (President)	Terri Fleming
Rose Seavey (VP)	Scarlett Massine
Diane Cannella (Secretary) - ZOOM	Laura Pintane
Clint Lawrence (Past President)	
Ashlee Cerda (Board Member)	
Brenda Sampson (Board member) - ZOOM	
John Vandewalle (Board member)	
Terry Pintane (Board member) - - ZOOM	
Alex Ware	

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### 1. Call to Order

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- Meeting called to order at 3:04 by Cheryl.

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### 2. Approval of January 4, 2024 Minutes

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- *A motion to approve minutes from 1/4/2024 was made by Rose; Seconded by John; unanimous.*

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### 3. Officer Reports

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#### a) Treasurer (Alex)

- ✓ Total Club funds of \$78,020.19 (as of 1/31/2024)
- ✓ South Chaffee County Courts Equity Fund (included in the above total) - \$21,955.21
- ✓ Fairgrounds is going to be another good money maker from the looks of things and if the Board approves, should provide additional capital into the South Chaffee County Courts fund at the end of the winter season.
  - Current receipts \$3,701
  - Total Rental Paid \$4,700
  - By the end of March, we should have cleared \$1500 to \$2000 profit on the Fairgrounds winter play program.
- ✓ Alex's resignation
  - The role has become much larger in scope and overwhelming for Alex. An accountant is needed to be sure to balance the books and prepare taxes (and provide audited F/S). Data entry is time consuming. Spends 10-20 hours / month on data entry. Concerning part is

balancing the books at the end of the month. Last month \$3.50 adjustment (immaterial). Every transaction needs to be booked/entered. If everything entered correctly, it will balance at the end of the month (also need to be sure the Cash balance reconciles with the bank statement). There is usually a delay between Wild Apricot (WA) and the bank activity creating reconciling items.

- There may be benefit to someone outside of the Board to do the month end balancing (independent). Also need to have an independent person to do the end of the year books and the taxes.
  - Who do we find for support for monthly auditing and completing taxes? Tax preparation is likely <\$1000 based on tax person Alex spoke with in BV. Acctg Rates \$150/hr or \$80 / hr based on estimate (Eric Stine)
  - Are the pieces to remain in house (data entry) too big for a volunteer?
    - Zip book system works well – pretty easy.
    - If we can automatically connect Zip books to Wild Apricot – it would reduce the amount of data entry.
    - **ACTION ITEM:** Alex will follow up with Insurance Co. since 2/23 is the renewal date.
  - Decided on the following next steps:
    - **ACTION ITEM:** Clint to talk to Marnie about WA/ to see if it can be linked to Quickbooks (also to see if it can be linked to ZipBooks)
    - **ACTION ITEM:** Cheryl to talk to Janet to see if her company might be interested in assisting. Clint will get the name of another Acctg firm in town as well.
    - **ACTION ITEM:** Alex to check with BV Acctg firm to see if they might be interested in doing the year end closings and taxes and get an idea of what is would cost (after potentially transferring from ZipBooks to QuickBooks and linking to WA).
    - **ACTION ITEM:** Clint to sit down with Alex to understand the processes to be done as the Treasurer
  - There is no documentation on the processes to be done but the description of the Treasurer's role is quite accurate.
    - **ACTION ITEM:** Diane volunteered to document the Treasurer process that is decided on (including passing any information to an outside independent organization for support with auditing or tax prep)
  - Brenda suggested getting estimates for the cost of general bookkeeping as well as the audited financials as well as taxes.
- ✓ December Financials
- Early 2024 sponsorships are included in the financials for 2024
  - **APPROVED:** A motion to approve the December 2023 Financials was made by Rose; Seconded by John; Unanimous.
- ✓ 5 Year Budget Presented at the last 1/4/24 Board Meeting
- No questions on the 5 year budget
  - **APPROVED:** A motion to approve the 5-year budget was made by John; Seconded by Ashlee; Unanimous.
  - **ACTION ITEM:** Alex to send a copy of the 5- year budget with approved by Board on 2/1 by the Board and send to Clint for the grant.

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## 4. Committee Reports

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a) Membership (Tom)

- ✓ Current membership as of today (1/27/24) is 387 members
- ✓ Cheryl confirmed a total of 391 as of 2/1.

b) Courts

i. Salida (Terry)

Fairgrounds

- Nothing changed from last meeting except put new nets at the FG and the tape has been fixed.
- New sound system put behind the last court (West side of the bldg) and will need to put some soft material around it for safety.

Centennial

- No changes or updates for Centennial

ii. BV (Stephanie)

- No questions on the report received from Stephanie as reflected below.
  - **Outdoor Courts**
    - Shade cover was taken down by the Town of BV at the start of winter and the metal storage cabinet was covered
    - Jen Eggleston submitted the final report to the Daniels Fund grant. The Daniels Fund confirmed receipt of the report, had no questions, confirmed that all reporting requirements had been met and that the grant is now closed.
  - **Indoor courts -**
    - Play sessions at DPCA are enjoying good turnout
  - **General -**
    - Cami Jamerson joined the BV Courts Committee to replace Leonard Davis, who relocated to Texas. The committee is currently looking for one additional member to replace Bill Fitzgerald, who also relocated.
- ✓ Request received to have dark curtains at DPCA –Ashlee indicated that Gail Bay was going to create the curtains.
- **ACTION ITEM:** Cheryl will talk to Stephanie about the possibility of putting up new curtains since Stephanie indicated she would continue as liaison with BV Rec.
  - **APPROVED:** It was unanimous that all Board members would like Stephanie to continue to be the liaison with BV Rec.

iii. Southern Chaffee (John)

- Continuation from the last meeting in that we are waiting on the school district to have permission to purchase the land from the FG. Then we can start working the plan. In a HOLD position for now.
- Cheryl sat in on an Envision meeting with Chaffee County. The discussion centered around creating a rec district for all of Chaffee County. They have an organization that is national (Public Land Trust) which will assist in putting together a feasibility study together.

c) Social (Diane)

- ✓ The below info was contained in the Social Report sent in advance of the meeting.
  - 2024 Activities Held

- 1/11 – Meet, Greet and Play – 10 people participants. Much interest and everyone seemed to enjoy it. A follow-up email was sent to all of them to provide their emails to the group so they could coordinate playing together in the 2.0/2.5 open play time slots.
    - 1/26 – Group B Round Robin – 16 people participated. There was a total of 6 games played. Jim Melzer won on points with Chuck Washer in 2nd and a whole lot of people in 3rd.
  - Upcoming Activities:
    - Social Committee BV DPCA Play Events
      - ✓ We are starting Social Committee Play events at DPCA in BV. Stephanie Rumold has offered to coordinate them and the first one is scheduled for 2/17 (Saturday) from 1:30 – 3:30 at DPCA as a 2.5/3.0 Ladder event.
      - ✓ Additional events scheduled for 3/16 (3.5) and 3/30 (4.0) (tentatively)
      - ✓ Based on interest – may also be held in April
    - Meet, Greet and Plays (Fairgrounds)
      - ✓ Feb/March Date – TBD (invite Rec Center)
      - ✓ Friday (4/12) 7-9 p.m.
      - ✓ Thursday (4/25) 9-11 a.m.
    - St. Patrick’s Day Event (Fairgrounds)
      - ✓ 3/17 – 11-2:00 p.m.
    - Pickleball Round Robins (Fairgrounds)
      - ✓ 4/26 (Group C - 3.5/4.0) 7-9 p.m.
    - Dinko de Mayo
  - Thinking About:
    - Setting up a Pickleball League
      - ✓ The Social Committee would like to start a Social Committee Pickleball league. Is there anyone who has been in a league that could share the format that was used?. No input

d) Public Relations /Outreach (Brenda)

- ✓ The below info was contained in the Outreach Committee report sent in advance of the meeting.
  - Met with Steve Bruckman and he has agreed to chair this committee with me.
  - Created a design incorporating our logo for the bags for the Knock For Hunger and turned that in to Paula Bradfield for her designer to work with.
  - Received contact information from Diane to work with Andrea Carlstrom, director of Chaffee County Public Health, to create Play Nights for agencies and groups in our communities. Andrea and I are working on connecting for this.
  - Doing silent auction 2/9 for the Chamber’s Community Award program
  - Provided a silent auction gift valued at \$100 for Salida Chamber of commerce Community Awards. Cheryl Piderit and Kevin Hossman will go to the event to represent P2P.

e) Tournaments (Stephanie, Rose, Cheryl)

Below information contained in the Tournament Committee reports sent in advance of the meeting.

i. Rally in the Valley

- RIV Tournament committee had their first meeting on 1/19.
- All individual RIV committee roles discussed and updated for 2024.
- The PR committee had too many responsibilities, so we split in into two committees,
  - ○ Marketing/Advertising/PR, and
  - ○ Banner/Medals
- May be able to accommodate more players if we use pools.
- Fee structure stays the same as 2023.
- Name and logo for tournament have changed slightly. Still Rally in the Valley, but Pickleball Classic was replaced with Pickleball Club on the logo.



- Tournament Dinner party 9/7 Scout Hut, caterer and music has been booked.
- The tournament is currently listed on pickleballbrackets as an advertisement only.
  - Registration will open to club members on May 27 and to the public on June 3, 2024.
- Gigi Guerra has been hired to run the tournament again.
- Stephanie is getting bids for custom medals for 2024.
- 3 Sponsors already confirmed:
  - High Country Bank (\$1500)
  - Collegiate Banks (\$500), and
  - Janine Marr (\$1500 and something in-kind to be a court sponsor).
- Future meetings set for 3:30-5:00 the second Monday of the month:
  - ○ March 11 th - Fairgrounds
  - ○ April 8th - TBD
  - ○ May 13 th - Fairgrounds
  - ○ June 10 th - Fairgrounds
  - ○ July 8 th - Fairgrounds
  - ○ August 12 th - Fairgrounds, and
  - ○ September 9 th – Fairgrounds

ii. Spring Break (Stephanie)

- Stephanie volunteered to continue to organize the Spring Break.
- Registration opened to P2P club members on Jan 22 at 8am and 64 individuals registered during the priority registration period. This included 2 non-club members who were listed as partners of registered club members and were allowed to register during the priority period so that the club members did not lose their spots.

- Registration opened to the general public on Jan 29 and there are currently 81 registrants (as of 11am on 1/31)
- Due to the growth of our club and the expressed desire to give members a period of priority registration, some brackets filled to capacity with club members during the priority period. I asked BV Recreation if they could obtain permission to use the 2 gyms at BVHS for our tournament, doubling our capacity. They reported that BVHS will not allow tape on their gym floors. I told BV Rec this may be our final year to hold a Spring Tournament at DPCA because we have outgrown the facility.
- Anyone with questions on registration issues should contact Stephanie directly.

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## 5. Board Vacancies

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- a) Transition of 2 BOD positions
- b) A **BIG THANK YOU** to both Alex and Stephanie for all their years of support and participation on the Board.
- c) Nomination for new Board Members
  - ✓ P2P By-laws indicates the Board selects new members when vacancies are created and the new members will be effective for the remainder of the position terms.
  - ✓ Discussion was held regarding the importance for having continued BV representation on the Board.
  - ✓ The Board will approach members for potential interest in joining the Board.
- d) Treasurer Transition
  - See section 3a above
  - i. Treasurer Job Description
    - See section 3a above
  - ii. Division of Duties (Alex Recommendation)
    - See section 3a above
  - iii. Transition Plan by March 15, 2024
    - See section 3a above
- e) Transition Stephanie Tasks
  - i. Stephanie will complete BV Spring Tournament, Learn to Play to continue through March
  - ii. Replacement needed for BV Court Committee, Facebook Admin, Tech Committee RIV
    - Facebook Admin – Paula Bradfield might be interested
      - **ACTION ITEM:** Brenda to contact Paula Bradfield to see if she is interested in being the P2P Facebook Administrator.
  - iii. Items to consider – Player Training and Development Committee, Google Groups, liaison with BV Rec
    - **ACTION ITEM:** Cheryl to approach Charlotte to see if she wanted to continue with the Player Training and Development Committee.
    - Ashlee knows a member who may also be interested. It was agreed this item was low in priority given all the other items on our plate
    - Google Groups – Stephanie said she would dismantle it if we want to. Should we dismantle or just see what comes through?
      - **APPROVED:** Unanimously decided to dismantle Google Groups.

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## 6. Other Business

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### a. AED Progress (Diane)

- ✓ Email report sent in advance containing the following:
  - Diane Cannella and Terry Pintane have met with both Josh Hadley (Director of Chaffee County EMS) and Andrea Carlstrom (Director of Public Health) in mid-January to discuss options for obtaining AEDs. The following background was discussed with each of them:
    - Our original plan was to research options for obtaining public AEDs that would be available for use by tennis, pickleball, skate park and volleyball in Salida as well as the ball courts in BV.
    - A letter was sent to the Rec Ctr mid-December inquiring on AED options. No response has been received yet.
    - The Rec Center has an AED but the building is not open during all times that the courts /skate park/volleyball court might be used.
    - We would like to have the AED located outside but must also be located/housed such that it is protected from the elements and is secure from vandalism/theft.
    - The membership report was provided that reflects 80.7% of the P2P Club membership is > 55.
    - **Josh Hadley's input:**
      - ✓ AED maintenance can be handled by a Concierge Program that replaces the battery and pads every year (Cost: \$149/year). ○ Individuals need to be trained for AED use. Although the AED itself provides step by step instructions, CPR training is also required to provide background on additional actions that may be required during the emergency (e.g. how to give CPR, awareness of conditions such as movement of victim out of water)
      - ✓ CONSIDERATION: Have all the P2P Board members take the Chaffee County EMS CPR class.
      - ✓ Should have an AED that is compatible to that used by Chaffee County EMS.
      - ✓ The AEDs that are along the river at Browns Canyon were purchased and are maintained by Arkansas Headquarters Recreation Area (AHRA).
      - ✓ Cost of AEDs ~ \$1100 each
      - ✓ Josh would be interested in the Outreach Committee's Learn to Play Pball clinic for the Medical/First Responders as planned by the Outreach Committee. This information was provided to Brenda for that Committee.
    - **Andrea Carlstrom's Input**
      - ✓ Andrea indicated there are several avenues to pursue options for obtaining grants:
        - RETAC (Central Mountain regional Emergency & Trauma Ambulatory Counsel) funding becomes available to EMS and Public Health. The timing was good as EMS and Public Health had a meeting Wednesday (1/24) to discuss that subject. Josh is the chair of that group and Andrea brought up our request for AEDs to that group.

- It sounds like we might be able to secure some funding but not all of it. I would suggest you pursue the municipality grants. They are fairly easy to write, and it seems like a slam dunk. I'm always happy to write a letter of support. I'm sure Josh would, too.
    - ✓ Community Foundation has emergency response funding and still has funding available. Requests for funding for this just opened and will be open until 2/9. The requests would be separate for BV and Salida AEDs. [www.chaffeecommunity.org/grants](http://www.chaffeecommunity.org/grants) . Josh or Andrea will initialize funding (????).
    - ✓ Municipality Grants (Spring Municipality Grant) also is open now. Can apply for up to \$5k.
    - ✓ Andrea sent an email with links on how to initialize a request for grant funding.
    - ✓ Clint has agreed to work with Andrea to initiate the grant writing process to secure the remainder of the funding (via municipality grants) that cannot be acquired through RETAC above.
    - ✓ Andrea feels it would be important to obtain an AED for the Pickleball courts as it is promoting active living, wellness and could be life saving.
    - ✓ Public Health put on events and Andrea indicated it would be good to bring Pickleball into those events. Brenda (Outreach Committee) was provided with Andrea's contact information to follow-up.
    - ✓ ConcWe may want to contact Josh to see if it would be possible for Josh (Chaffee Cty EMS) to be on call for emergency assistance during the tournament.
    - ✓ Although we are pursuing AEDs for both Salida and BV locations, we are prioritizing the Salida AED first with an attempt to secure and install for the September tournament.
  - ✓ Clint is in the process of submitting grants to supplement funding that we should be receiving from RETAC.
    - **ACTION ITEM:** Diane suggested that Clint request the \$5K in the grant to be able to cover both the cost of the AEDs (~1500-2000 each for both Salida and AED) as well as weather resistant and secure boxes to house the AEDs as well as \$149 / year for a concierge program that will replace the batteries and pads once / yr.
  - ✓ John contacted the city to see if we could get power to be run to the shed. Waiting for a response.
  - ✓ Will need a conversation with BV rec on a BV AED
- b. Proposed Metrics for Accomplishments
- ✓ Cheryl and Diane had started to discuss Board metrics. Will need to further discuss in the future for committees to assess appropriate metrics based on their activities.
- c. FG Drills (Cheryl)
- i. 3 dates completed (12/29/2023, 1/12/2024, 1/26/2024); 84 participants, 2 volunteers
    - 2 more dates in February scheduled with 56 players and 29 volunteers
    - May do some in April
  - ii. Shall we charge more in the future?



- Pros and cons of increasing the price for drill sessions was discussed based on the fact that these sessions are not just “play” time but guided instruction time for increasing skills. A vote was held on increasing the rate.
- **APPROVED:** Voting resulted in increasing the Fairgrounds drill session rate to \$10 (vs. current \$5). The increased cost will be deposited into the Chaffee Cty Court Fund which will benefit everyone by having more courts for everyone to utilize.

GENERAL: At the end of the meeting, the following items were mentioned for potential future discussion:

- Consider buying a ball machine for the Club
- Are we growing too fast? Do we need to put the brakes on to avoid having too many members and too little courts?

**NOTE: The following agenda items were unable to be discussed by the meeting end time.**

d. Code of Conduct – Update and Communicate

- ✓ The proposed wording was provided prior to the meeting for discussion at the meeting:

Guidelines to keep Peak to Peak a fun club and promote our values

PROMOTE FUN AND WELLBEING

- Play to have fun and exercise – that is a win!
- Be inviting and inclusive to players of different levels
- When playing up, consider one level only
- Promote friendship by not being exclusive
- Be welcoming to all and especially to newer players
- Be considerate of the weaker players
- Be gracious - critique or coaching may disappoint
- Be safe and don your pretty, protective eyewear
- Be a good ambassador of our great club

f) Curtains for DPCA

- ✓ See 4b ii above

g) Website Mobile Platform Issues

h) App for club communication among members

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## 6. Next Meeting Date and Adjournment

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- Next Meeting Date 3/7/2024 (4:30 - 6 Location: TBD)
- Adjourn
  - ✓ *Motion to adjourn the meeting at 5:00 by Cheryl.*

## SUMMARY OF ACTION ITEMS

- **ACTION ITEM:** Alex will follow up with Insurance Co. since 2/23 is the renewal date. (2/1/24)
- **ACTION ITEM:** Clint to talk to Marnie about WA/ to see if it can be linked to Quickbooks (also to see if it can be linked to ZipBooks). (2/1/24)
- **ACTION ITEM:** Cheryl to talk to Janet to see if her company might be interested in assisting us with Acctg functions. Clint will get the name of another Acctg firm in town as well. (2/1/24)
- **ACTION ITEM:** Alex to check with BV Acctg firm to see if they might be interested in doing the year end closings and taxes and get an idea of what it would cost (after potentially transferring from ZipBooks to QuickBooks and linking to WA). (2/1/24)
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- **ACTION ITEM:** Diane volunteered to document the Treasurer process that is decided on (including passing any information to an outside independent organization for support with auditing or tax prep). (2/1/24)
- **ACTION ITEM:** Alex to send a copy of the 5-year budget approved by Board on 2/1 to Clint for the grant. (2/1/24)
- **ACTION ITEM:** Cheryl will talk to Stephanie about the possibility of putting up new curtains since Stephanie indicated she would continue as liaison with BV Rec. (2/1/24)
- **ACTION ITEM:** Brenda to contact Paula Bradfield to see if she is interested in being the P2P Facebook Administrator. (2/1/24)
- **ACTION ITEM:** Cheryl to approach Charlotte to see if she wants to continue with the Player Training and Development Committee. (2/1/24)
- **ACTION ITEM:** Diane suggested that Clint request the \$5K in the grant to be able to cover both the cost of the AEDs (~1500-2000 each for both Salida and AED) as well as weather resistant and secure boxes to house the AEDs as well as \$149 / year for a concierge program that will replace the batteries and pads once / yr. (2/1/24)

### SUMMARY OF APPROVED ITEMS:

- **APPROVED:** A motion to approve the December 2023 Financials was made by Rose; Seconded by John; Unanimous.
- **APPROVED:** A motion to approve the 5-year budget was made by John; Seconded by Ashlee; Unanimous.
- **APPROVED:** It was unanimous that all Board members would like Stephanie to continue to be the liaison with BV Rec.
- **APPROVED:** Unanimously decided to dismantle Google Groups.
- **APPROVED:** Voting resulted in increasing the Fairgrounds drill session rate to \$10 (vs. current \$5). The increased cost will be deposited into the Chaffee Cty Court Fund which will benefit everyone by having more courts for everyone to utilize.