

CAPA Board of Directors

Meeting Minutes

August 9, 2017

Attendees - Mike B, Joe S, Joe C, Karen J, Rico G, Warren L.

Guests - Natalie Murphy - new CAPA Communications Director

Joanne Crapisi - new CAPA Program director

- Meeting called to order. Introductions of the Board of Directors to Joanne and Natalie
- Treasurer Report (Warren)
 - Income during last period - \$96 (\$80 memberships + \$16 shirt sale)
 - Expenses during last period - \$139 (\$125 Garner Park shelter + \$14 misc.)
 - Cash of hand - Total , \$1602.18
- Player Ratings discussion
 - \$100 fee was paid for CAPA to join ITP Association. Membership is for 3 years
 - KaSandra Gehrke & Dave Weinbach are qualified ratings specialists
 - ITP ratings demo and trial is scheduled for August 14, 2017 at Garner Park, 5:45pm. KaSandra will rate Board members for the trial.
 - Future rating sessions will cost CAPA members \$40
 - Board has agreed player ratings are NOT mandatory but are a good method for individual players to understand their weaknesses. This provides a basis for players to build plans to improve their play.
 - Ratings provide players the understanding of what skill level they should play in for competitive leagues and tournaments
- Membership Update (Joe C)
 - 233 members to date. 2 more arrived in the mail today for a total of 235.
 - If you join now your membership is active through 8/31/18
 - An email will be sent to the membership for membership renewals within the next week.
 - Discussion was held on email based renewals and the need to make it as easy as possible for current members to renew.
 - PayPal, credit card, cash and check options were discussed
 - After discussion, the PayPal option was agreed upon as were checks and cash

- Motion was made by Mike B to include a \$1 service fee for credit card or PayPal payments.
 - Motion was unanimously passed
 - Motion was made by Mike B to spend up to \$6 per month for the PayPal website module. Joe C to follow up with PayPal.
 - Motion was delayed until more cost info was received from Joe C
 - Request was made to have a basic form for membership renewals available. All in attendance agreed but no volunteers to develop the form
 - Joe C requested if Board Members received cash from current members for renewal to attach a piece of paper to the money with the members pertinent information
- Beginner Play and Lessons
 - A discussion was held on how to promote beginner pickleball play and the opportunity for lessons. The following was brought to the attention of the Board members
 - PAC in Sun Prairie holds beginners lessons every 3rd Sunday. Cost unknown
 - City of Madison holds beginners lessons at Garner Park per their schedule. Cost unknown
 - Turners holds beginners lessons. Cost unknown
 - Oregon promotes beginner instruction & play. Every Tuesday and Thursday @ 6PM. No cost and the equipment is provided
 - Discussion was held regarding beginner play opportunities. One thought was to have days and times when beginners can play at Garner Park, potentially organized by CAPA.
 - Joanne to follow up with recommendations
- Annual Meeting
 - August 26, 2017 @ 11:15am. Garner Park
 - Shelter has been reserved
 - Play pickleball before and after the meeting
 - Tentative meeting agenda
 - Membership report
 - Officer elections
 - Ratings court - KaSandra
 - Discussion was held regarding absentee voting ballots
 - Currently no provisions in the by-laws for absentee ballots. This needs to be amended but will not take place before the Members Annual meeting
- Non Profit Status
 - Discussion regarding CAPA being a 501.C.7 organization
 - \$400 one time filing fee

- Question was asked (Joe S) regarding advantage of being a Non-Profit Organization.
 - Answer - provides an opportunity for individuals and companies to provide tax deductible dollars to CAPA
 - Motion by Joe C in invest \$400 to become a 501.C.7 organization
 - Motion was not approved and tabled for further study and discussion at a later date.
- Community Update
 - A draft letter was circulated amongst the Board for community leaders about CAPA and how we can help communities promote pickleball
 - Rico asked Board permission to use Board members names to sign the letter without Board members actually signing the letter
 - All members agreed to Rico's request
- Misc. Item
 - Discussion about a CAPA purchased banner for CAPA related activities
 - Warren showed the Board a sample of a 2' x 6' banner he developed on his computer
 - Board agreed to keep the banner simple without Corporate sponsors at this time
 - Natalie will work with Warren to finalize the banner and email the graphic to the Board members
- New Business
 - Motion was made by Rico to have Director of Communication, Natalie and Director of Pickleball Activities, Joanne present at all Board of Directors meeting
 - Motion was unanimously approved
 - Natalie and JoAnne have accepted the positions of Communications Director and Programs Director, effective today, with the position descriptions as outlined below. They will attend Board meetings, but not as voting members.
 - Programs Director
 - Maintains a high level awareness/knowledge of PB events occurring or upcoming
 - Is responsible for coordinating and creating sign-up events in Signup Genius, e.g., clinics, leagues & tournaments
 - Does not organize programs, but could if s/he wants to
 - Is comfortable with internet systems
 - Communications Director
 - A person who is comfortable with social media
 - Composes and sends membership emails

- Likes composing documents, can write well
- Updates and maintains the content on the website
- Knows how to use a variety of internet systems
- Garner Park windscreens
 - City of Madison informed Joe S the windscreen install was approved by Madison
 - It's not yet known if there will be a cost to the Friends of Pickleball for the installation
 - Funds to purchase the windscreens have been approved by the Friends of Pickleball
 - There is a question regarding the structural integrity of the court fences if windscreens are installed. The City of Madison needs to investigate
 - Courts divider fences have been tabled until next year.
- Karen requested CAPA related trinkets be given to players involved in CAPA activities. Tokens such as keychains, luggage tags, etc.....
 - All agreed it's a good idea. Joanne to follow up
- Future Board of Director meetings.
 - Starting Oct 11, 2017 Board meetings will be held every other month on the 2nd Wednesday of the month. Noon at the Coliseum Bar
 - September BOD meeting will be cancelled in lieu of the Annual Members meeting in August
 - Future meetings will be on the CAPA website
- Meeting Adjourned at 1:50PM

Mike Barone - acting meeting Secretary