

Minutes of the BPC Regular Board Meeting
Date: Tuesday, November 12, 2024
Location: In-person at Cathie Badalamenti's Home

Attendees: Cathie Badalamenti (Secretary), John Bailey (Member-at-Large), Steve Gibbs (Member-at-Large), Viviano Gutierrez (President), Molly Hammar (Member-at-Large), Jodi Mackey (Treasurer), Bill Miller (Member-at-Large), Kary York (Member-at-Large).

Absent: Shelley Booth (Vice President)

1. Quorum/Call to Order

Cathie confirmed that a quorum was present, and Viviano called the meeting to order at 6:15 p.m.

2. Agenda

Viviano presented the agenda, noting that the meeting would focus on board members sharing their top two goals for the year. He also welcomed new board member Bill Miller.

3. Approval of October 2024 Meeting Minutes

Viviano moved to approve the October 2024 Board of Directors meeting minutes, seconded by Molly. The motion passed unanimously.

4. Board of Directors Reports

4.1 President's Report

- Covered Courts: Viviano provided an update on ongoing discussions with WCC regarding the covered courts.
- Project Coordination with Bellingham Technical College: Viviano met with college students working on designing court drying/squeegee equipment. The project is on track for spring 2025 completion.
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4.2 Treasurer's Report

- Financial Update: Steve presented the Statement of Financial Position as of the fiscal year-end (6/30/2024) and for 10/31/2024.

5. Communications Committee

Cathie reviewed the current scope of the Communications Committee and outlined plans to collaborate with the Membership Committee on new member communications and the Volunteer Committee on volunteer outreach.

6. Membership/Volunteer Committee

Kary discussed challenges in reaching new members and volunteers. She is updating a volunteer outreach spreadsheet created by Barbara Beer and plans to work with Communications to improve volunteer and new member engagement.

7. Facilities Committee

John noted that the prospective Facilities Committee chair is currently unavailable due to health reasons. He mentioned that winter typically brings limited facilities activity.

8. Tournaments Committee

Jodi presented a summary of the 2024 Tournaments, which is attached to these minutes. Bill Miller will act as the BoD Liaison for tournaments going forward. For 2025, the club plans to host the Orcas Tournament, the 4th of July Tournament, and the Autumn Equinox Tournament, with additional tournaments considered individually.

The board discussed a need for tournament directors create simple outlines of tournament processes so tournaments can be duplicated efficiently.

The board also discussed purchasing necessary tournament equipment and requested an itemized list.

9. New Business

- Each BoD Member presented two goals for the year:
 - Viviano:
 1. Conduct a membership survey.
 2. Evaluate pickleball club management software platforms.
 - Cathie:
 1. Strengthen the value proposition for members.
 2. Align communications with member needs.
 - Shelley:
 1. Enhance communication with the Open Play Committee Chair.
 2. Explore immediate communication channels (e.g., social media) for member updates.
 - Jodi:
 1. Improve efficiency in tournament management.
 2. Determine best structure of Membership and Volunteer Committees.
 - Kary:
 1. Clearly define volunteer roles and time commitments.
 2. Develop effective communication streams for volunteer recruitment and member engagement.
 - Molly:
 1. Evaluate current and alternative club management software.
 2. Increase regular updates on covered court progress.
 - John:
 1. Continue to develop and staff Skills Development, Open Play, and Tournament programs.
 2. Focus on special projects, including Covered Courts.
 - Bill:
 1. Foster a community of volunteers.
 2. Keep the atmosphere fun and engaging.
 - Steve:
 1. Increase member value through Skill Development and Open Play.
 2. Enhance community impact by allocating excess funds to community-support initiatives.
- Board Member Discussion of Bellis Fair Contract. Board should approve contract for facility use.

Action Items

- Secure a storage facility for club equipment.
- Cathie and Kary to coordinate on effective communications for Member/Volunteers.
- Cathie and Shelley to coordinate on enhancing immediate communication through social media.
- Cathie will create a draft BPC Member Benefits statement and circulate it to board members.
- Kary asked board members to provide her with immediate volunteer needs—position, time commitment, length of tenure.
- Jodi will get a specific list of required tournament equipment from John Hatten.
- Viviano will contact Laura Sanderson and request the BoD review Bellis Fair contract.
- Viviano will contact Erica Kulm and request that she outline information helpful to running the Orcas tournament with WCC so that others can easily duplicate the event, if necessary.

10. **Adjournment:** Viviano moved to adjourn the meeting at 8:20 p.m., seconded by Jodi. The motion passed unanimously. The next meeting is scheduled for December 12, 2024, at 6 p.m. via Zoom.

2024 Tournament Summary Presented by Jodi McKay at the November 2024 BPC BoD Meeting

Orca Tournament 2024 numbers:

Total registration fees: \$19,953.90

Total BPC Expenses: 25.00

The Orca has made around \$30k each tournament. WCC does all of the work prior to event; signage printing, advertising, vendors and sponsors. BPC runs the actual event with BPC and WCC volunteers. I have no idea what the expenses are to run the Orca.

Autumn Equinox 2024 Numbers:

Total Registration fees: \$5076.88

Total BPC Expenses: 1817.65

John Hatten and I did all of the work leading up to the event. We did not have sponsors or vendors to increase our profits.

Committee Organization for the Orca:

- Rob Pedicone, WCC Athletic Director, and staff do all of the work leading up to the event.
- John Hatten oversees the tournament desk and sets-up registration on pickleballbrackets.com.
- Erika Kulm organizes the day of the event and volunteers with help from another member.
- Kyle Kulm assists John at the tournament desk.
- BPC Treasurer monitors pickleballbrackets.com and assists in registration. Sends proceeds to WCC after the event.

Committee Organization that we used for the AET:

- A "Show Runner" as I like to call them, or "Games Manager" like Ray did for AET.
- A Tournament Coordinator- Coordinate all aspects of volunteers, site and event.
- A Tournament Director to be the point person to answer texts, emails, phone calls with questions, problems and complaints, and to solve problems.
- Registration Coordinator- The person would be on top of registrations going into the tournament and then could be the head volunteer at the registration table.
- Volunteer Coordinator- Gather, schedule and coordinate volunteers and be sure there are enough to run event.
- Volunteer Tent Coordinator- Maintain a "Volunteer Tent" for volunteers to sit, relax and have a refreshment and lunch.
- Tournament Desk Coordinator to teach volunteers the basics of entering scores and to be available to resolve problems if they arise.
- BPC Treasurer monitors pickleballbrackets.com and assists in registration. Sends proceeds to WCC after the event.
- And maybe one more person to help with decision making.

"This team approach is the model that I would like to encourage for all tournaments"- John Hatten.

Wish List:

- Laser Printer: Brother HL-L2370DW (\$376.47 Amazon)

- WiFi Hot Spot: (TravelFi \$149 for 4G, connect 5 devices, 10G \$29/mo. only pay for months used) (SIMO Solis Lite 4G LTE WiFi Mobile Hotspot, Local & International Coverage Router, Multi-Carrier Access, No Contract or SIM Card Required, 10 Connected Devices, 1GB/Month Lifetime Data, \$159)
- Large Screen monitor for results: (MSI PRO MP275 27-inch IPS 1920 x 1080 (FHD) Computer Monitor, 100Hz, Free-Synch, HDMI, VGA Port, VESA Mountable, Tilt, Speaker, 1ms, Black \$89.99, Amazon)
- Sound System: (Pyle PA Speaker DJ Mixer Bundle - 300 W Portable Wireless Bluetooth Sound System w/ USB SD XLR 1/4" RCA Inputs - Dual Speaker, Mixer, Microphone, Stand, Cable, \$399.99, Amazon)
- Three laptops or tablets- can buy used or ask for donations
- Power source: (EF ECOFLOW Portable Power Station DELTA 2, 1024Wh LiFePO4 (LFP) Battery, 1800W AC/100W USB-C Output, Solar Generator(Solar Panel Optional) \$459, Amazon)
- Extension cords
- Tables, Canopies and chairs. Provided by WCC, but should we have our own?
- Garbage and recycling. Usually provided by site.
- Signage- "Tournament Desk", "Sign-In", and "Volunteers"

Questions for Discussion:

How would BPC like to proceed in 2025?

- Should BPC continue to support WCC Athletics by running the Orca Tournament?
- Work with WCC for an Autumn date for a BPC tournament?
- What should our Tournament Committee look like? Should we continue to have Erica run the Orca and the 4th of July as she has done in the past and then the committee do the fall event? Or, should we ask Erika to work with a committee with the parameters set up to run the AET?
- Does BPC want to run tournaments?