

# Prescott Pickleball Association board meeting

May 8, 2026 • 1 hour, 28 minutes

## **Attendees:**

### Board Members Present:

Judi Mackey - President

Peg Tavers - Vice President

Ted Vanderlaan - Treasurer

Michael Clarke - Secretary

Marcie Moody - Member at Large

Rick Bothell - Member at Large

Karen Eads - Member at Large

### Guests Present:

Ann Steiner

Rick Damico

Quorum met. PPA President Judi called meeting to order at 11:03 AM

## **Overview**

Monthly board meeting covering facilities (shade structure and future courts), safety and incident reporting, volunteer maintenance, publicity, software tools, clinics and leagues, round robin ladder management, member badges/orientation, merchandise, and administrative organization. A new visitor, “Mr. Rick Damico” from Williamson Valley, introduced himself as new to pickleball and attended to learn about the association.

## **Approval of Minutes**

Approval of April 10 board meeting minutes - Ted made a motion to approve April 10th minutes, Peg Seconded. No discussion, approved unanimously

## Financials Review

Financials: overall in good shape; net income a little over budget. Renewals are somewhat under budget, offset by lower expenses.

Clinic revenue training income was about \$1,500; attendance was lower than planned. “Let it Bloom event” netted about \$64 (roughly break even).

Membership: 697 at time of report; “now just over 700.” About “185 that did not renew from 2025 (it was noted that some part-time Prescott residents renew late).”

Taxes filed (due May 15; submitted mid-April). ACC annual report filed (due June 4; filed early).

Annual inventory completed and recorded per bylaws.

## Facilities: Shade Structure and Additional Courts

Shade structure update: colors selected (white top; beige to match the big ramada).

Materials ordered; installer scheduling next. Timing TBD.

Additional courts and City process: City Council ran a targeted survey and is analyzing results. Key dates reported: review during September/October; master plan completion in November (critical timing for courts).

Peg suggested preparing a formal presentation for a need for more courts.

**Action: Peg** Prepare a formal presentation (with/for Parks & Rec support) establishing need for more courts so it’s factored into the master plan. Process: draft presentation → board review → Parks & Rec review → get on City agenda.

## Safety, AED, and Incident Reporting

Incident reporting: Instructions drafted and to be included in the captain’s handbook (with a general safety section). Incident forms should be available courtside and filled out immediately. **Action: Ann** to make copies of incident report. **Action: Judi** to put downloadable version on captain’s site.

Storage: Keep completed incident reports for 7 years.

Physical: Create a clearly labeled binder/folder in the shed. Share filing drawer with waivers (“waivers and incident reports”).

Digital: Upload scans to Google Drive. Add the incident report form to the captains’ section of the website.

Medical training discussion: Confirmed Arizona has a Good Samaritan law; however, licensed professionals may have separate risks. After Peg spoke twice with the fire department (classes available for a fee; no on-site training offered), the board will not

sponsor CPR/AED training at this time. Captains should know the AED location and call 911 for emergencies.

**Action: Judi** June Pickle Post will remind members that a city-owned AED and a first aid kit are available and where the AED is located.

Roster note: Captains may hold rosters noting members with CPR / first response training for awareness.

## **Volunteer Maintenance: Shelter and Benches Refinishing**

Benches and wooden structures are in poor condition; prior volunteer outreach yielded minimal response.

**Action: Rick** Contact City for help, and contact Ryan if the woodworking shop can assist.

**Action: Judi** Send an all-member email requesting volunteers.

## **Publicity and Media**

Courier article: appeared in the Lifestyle section (last Sunday). Karen will provide copies; digital copy to be shared if available. Additional publications: Consider Prescott Women (Elaine) and Healthy Magazine (Brianna Hinkle). **Action: Karen** will contact Brianna. Different magazines have different word counts; write distinct articles to fit each.

## **Systems and Tools**

Scheduling/membership software: ESpire uses CourtReserve (scheduling/memberships) and WordPress (website). CourtReserve may replace Wild Apricot (membership). **Action: Judi** will call CourtReserve to confirm capabilities and potential replacement fit and report back.

YMCA update: Marcie reported that “Bob Atherton” is not doing well; possibly hospice. No further action now; will monitor.

Google Drive consolidation: Two drives exist; goal is to consolidate all documents into the prescottpickleball@gmail.com Drive with a clear folder structure. **Action: Karen** will do the consolidation with support from Ann and Judi, and Ted to provide calendar/password access to Karen as needed. Establish a single manager to receive and file new documents.

## **Clinics: Financials and Instructor Insurance/Payment**

Recent two-day clinic results (Rick):

Supplies (water, ice, muffins, etc.): \$52

Instructor fees (Wayne and Rick): \$300

Total expenses: \$352  
Income: 7 attendees at \$150 = \$1,050  
Net to PPA: \$697

Policy issue: PPA's insurance covers volunteers only, not paid subcontractors (confirmed with Lori). Concern about paying instructors who are not certified/insured and associated PPA liability.

Options discussed: require instructors be certified and carry their own insurance; or obtain an event rider to cover paid subcontractors.

**Action: Ted** to ask the insurance agent (Lori) for the cost/availability of a rider for clinics covering paid subcontractors (so cost could be factored into event fees).

**Action: Judi** to speak with Sue (and/or Doug) regarding referee insurance arrangements for tournaments.

Next clinic planning: Rick will not organize the next clinic until the payment/insurance approach is decided. 1099 threshold not triggered at these amounts.

## **Leagues (APPL - Arizona Pickleball Players League)**

Peg and Derek Duvall are exploring APPL. Requirements: an overall manager, team captains, and 1–2 coordinators. First season often self-rated; subsequent seasons performance-based.

**Action: Peg.** Regional coordination: Contact with Flagstaff (starting this year).

Courts appear manageable locally; Jim Thomas might allow use of some outdoor courts if needed. Timing: A fall season may be ambitious; a spring season might be more realistic. Action: Draft a member call for volunteers

(manager/captains/coordinators) and interest; include APPL website reference for context.

## **Round Robin and Ladder Levels**

3.2 group overcrowding: Plan to split into two 3.2 groups.

Captains available; proposed slot: Friday mornings (3–4 courts possible).

Approach: **Action: Ted** Poll current 3.2 players to identify who prefers/is willing to move to Friday. Players will be in one group only (not both).

Consider setting a limit (e.g., once monthly) for switching groups.

Championships: Likely one per group; may consider a combined championship if logistics dictate.

High-level dilution: Current 3.75 group includes some 4.0s; propose creating a separate 4.0 round robin. Barry is a likely captain. **Action: Judi** to contact him.

Available times more feasible at 11 a.m. or in the evening. Also consider a non-competitive 3.5–3.7 round robin (no scoring) if a captain volunteers.

Ryan's constraints: No more than 8 courts concurrently; no more than 2 lighted courts at night. He is flexible on group timing if kept informed.

## Badges and New-Member Orientation

Distribution issues: Some badges not marked off; some confusion checking only first names. Captains should verify both first and last names and mark the list upon distribution.

June orientation: June 6 orientation is canceled due to the tournament. Summer orientation timing: Move to 8:00 a.m. for July–September so attendees may find more open courts afterward.

Logistics: **Action: Marcie** will collect any remaining March badges and mail them.

**??Action: Ann** A captain email and handbook update will reiterate the correct process.

Reminder: Existing members are welcome at orientations.

## Events and Scheduling

Pickle for the Pets: On calendar (city event; their insurance applies). Consider selling small promotional items there.

Girls Night Out (July): **Action: Judi** to coordinate (last time all courts were rented and dinner arranged at ESpire).

Social Saturday (August): Move to evening, 5–7 p.m., with pizza. **??Action Ann:** Inform Ryan and update master calendar.

July 4: Courts will be closed on July 4 for Pioneer Park fireworks. The stated belief is closures begin at 12:00 p.m.; exact time to be confirmed and posted to the master calendar.

## Merchandise and Recognition

Promotional items: Explore car/window decals/bumper stickers (adhesive vs magnetic vs static-cling). Target unit cost about \$3–\$4.

Budget direction: **Action: Peg** “See how many you can get for \$200.”

Selkirk items: **Action: Peg** Consider reaching out to “PJ” (Selkirk contact) for potential hats/visors or donations.

Use cases: Sell at events (e.g., Pickle for the Pets) and use for Volunteer Recognition (scheduled October 22).

Meeting Adjourned at 12:31 by Judi

**Upcoming Actions Recap (Note: AI generated, some names might be missing, refer to full mins for proper actions in BOLD)**

1. City courts presentation: Draft PPA presentation on need for more courts; board review → Parks & Rec review → schedule with City (board member to spearhead).
2. Safety/AED: Add AED location notice to June Pickle Post; include incident-report process and general safety in captain's handbook; place incident-report binder/folder in shed; set up digital storage on Google Drive; add incident form to captains' site.
3. Maintenance: Contact Ryan about City woodworking shop help; send all-member volunteer email for refinishing benches/shelter.
4. Publicity: Karen to share Courier clipping; Judi to contact Brianna Hinkle about magazine options; prepare distinct articles as needed.
5. Software: Judi to call CourtReserve regarding replacing Wild Apricot and report back.
6. Clinics insurance: Ted to get cost of an insurance rider for paid subcontractors from Lori; Judi to check with Sue/Doug on tournament referee insurance; set instructor payment/insurance policy before the next June clinic.
7. APPL leagues: Draft volunteer call for manager/captains/coordinators; gauge member interest.
8. Round robins: Poll 3.2 players; create Friday 3.2 group if numbers allow; define switching rules and plan championships; discuss forming a 4.0 group and a non competitive 3.5–3.7 group (identify captains and times).
9. Badges/orientation: Email captains with distribution reminders; cancel June 6 orientation; set July–September orientations for 8:00 a.m.; mail remaining March badges.
10. Events: Move August Social Saturday to 5–7 p.m. (pizza); notify Ryan and update master calendar; confirm and post July 4 closure time.
11. Google Drive: Consolidate to prescottpickleball@gmail.com with clear folder structure; share calendar/password with Karen; Ann to help Judi; establish doc-filing point person.
12. Merchandise: Source decals/static-cling items within ~\$200; explore Selkirk support via PJ; plan availability for events and October 22 volunteer recognition.