

PADA Board of Directors Meeting Agenda:



Date Feb 7th 2018, 7 PM am Meeting Minutes... Punch Bowl, Scribe Jim Nichols

Attendance: **Amanda Baasch, Deidra Brown, Heather Anderson, Jim Nichols, Sara Lampert, Shawn Larson, Terry Bonney**

These are my notes from the meeting. If they are incorrect or misrepresentative of the events, please let me know and we will make any needed corrections

General Business...

- Next BOD meeting is March 25th at 12 noon Bannings Restr & Pie House.
- Shirt reprint & additional trophies for Fall 2017. Had some errors that we need to correct.
- Players team... what is collected vs owed... _____ vs _____.. **Amanda needs to update.**

Treasury - Association Coffers...

- Current Checking Balance. = \$1443
- Validate Amanda is getting PayPal validation emails. **(Confirmed)**
- Gregg (Phantom Chicken) is asking for \$100 for shirt reprint. **(Confirmed)**
- Status of Dues and Sponsors fees fall 2017: **Amanda needs to update.**
Amanda to validate or we can't allow some players to compete in Spring 2018 season.
See, https://docs.google.com/spreadsheets/d/1S2QZ_xrhj1qck1VGhbGTLBI1RhAEhZ9-Xrcx2kjS0wc/edit?usp=sharing . **Amanda to bring to March BoD meeting for final archive.**
- Review PADA SOP - Year End Review http://portlandareadarts.com/wp-content/uploads/2018/02/PADA-SOP_YrEndReview.pdf (Need to complete this for 2017) **Process Validated by BoD**
 - o http://portlandareadarts.com/wp-content/uploads/2018/01/PADA_Balance_Sheet-2017.pdf
 - o http://portlandareadarts.com/wp-content/uploads/2018/01/PADA_Leadger_2017.pdf
- Get Well with IRS reinstatement to 501C (4) status
 - o IRS 501C(4) status.
 - IRS form 1024 and 8718... (\$850 - **Pending**)
 - IRS forms 990 for 2011 through 2017.
 - Update all financial records for PADA to a standard Ledger & Balance Sheet format.
 - o Standard operating procedures needing to be written for PADA Treasure, President, VP and documented in bylaw – **Pending**
 1. PADA Ledger transfers to the PADA Balance Sheet for BoD quarterly review
(Pending BoD Review)
 2. How and when to File with the IRS (Form 990ez)
 3. How and when to File with the Oregon Secretary of the State (Form CT-12)
 4. Yearend review with the PADA BoD and Package for Archival... (rolling 15 years archive)
(Pending BoD Review)
- **AR Jim** Still needs to complete audit of the PADA Bank Account. **@ 70% complete**
 - o Balance Sheets: 2015-2017 complete. **2014 – 2011 still WIP...**
 - o Bank Ledgers are still incomplete. We are missing pieces of data for 2012 – 2014.
Jim identified missing months. Will not need to buy as would not add value for the Balance sheets.
- Concerns / Issues / Opportunities ---?
 - o \$550 paid to Paul for ADO Qualifiers.

PADA Travel League... (Spring, Summer and Fall)

- Status (e.g. Signup, Setup, Management, Post Season, Awards)
 - o The one and done signups was OK... Still had to rundown captains to get them signed up via email.
 - o Twenty team for Fall 2018. We could have had 4 divisions but that would put Bye in each. Going with three division we have 10 weeks with 10 matches... no byes. Will have a couple nights were matches will be on 2 bards e.g. Katie's and D's.
 - o Spring 2018 Signups Google sheet is in place to track who has paid.
https://docs.google.com/spreadsheets/d/1Se3f5D7bmLY8s_mLUJcaQ6QcUSWpWEZjgTa6QfHmwg/e/dit?usp=sharing **Amanda needs to update.**
 - o Communication... ??



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- Issues / Opportunities - ??...
 - Terry suggested we might charge an additional \$5 if a team does not submit a completed signup form. Should we talk about this at the Captains meeting?

PADA In-House Pub Leagues / Youth League...

- Summer Singles... Is Premier league going to tack the place of Summer singles ???
- Premier League (aka 242) Status (e.g. Signup, Setup, Management, Post Season...)
 - Dee / Jim finalized League... Web Page is up and we are taking signups. Need help to promote this. <http://portlandareadarts.com/league/pada-premier-league/>
- Youth League Status
 - No actions planned **Need to pick up standards from Delmar... (Amanda to ask Shawn She is closest...)**
- Communication - ?? ...
- Issues / Opportunities -??

Monthly Shoots...

- Signups / Awards Ceremony / Shoot... Did have some complaints that it was not much of a sermonic. We just passed out the awards... Shoot Went Well. 20 Players. Chris (BC's) complained about players not spending Money. We cut a deal with him only taking \$50 bar Kicker.
 - Bottom line combining the Signups and Awards Ceremony was successful.
- What are the January monthly shoot totals for the 2018 balance sheet?
(Number of Players, Players add, Bar add and PADA adds?)
- Status of the next three events. (Review Schedule for the next four events, Proposed locations, and their status)

Shoot	Location	Date	Who Will Run	Notes
Sweet Heart	Silver Star	Feb 10 th	Heather	Format will be chosen at the event
St Patties Day	D's Bar...	Mar 17 th	Amanda	Wheel of Format (Heather AR)
Spring Fling	Katies Back Yard	Apr 14 th	Heather	
Mothers Day		Mar 12 th	TBD	\$5 add from PADA

- Locations secured for next 3 shoots. Review PADA letter of understanding with venues.
- Concerns / Issues / Opportunities
 - Promoting the monthly. Live feeds from the monthly's... Still TBD
Leverage monthly News Letter to get the word out... **Need Flyers out there!**

Major Events...

Rolling Schedule for the next 12 months.

Major	Venue	Format / Prize	Advertising	Notes
BiG #6	KATZ	\$1,550 +	Heather / Dee	Confirmed?
Oregon Open 49	Portland Meadows??	\$12K ???	Heather / Dee	Need to publish dates
Portland Open #8	Ramada???	\$3000 +	Heather / Jim	Need to publish dates
Oregon Open 50	Tbd ???	\$20K ???	Heather / Jim	Need to publish dates

- Need to get roles assigned to BoD members... Marketing - Advertising ASAP/now
- BiG 6... we are ready ...
 - Sponsors... DL Franklin (Dogwood Dist) and Waltz Brewing confirmed...
 - Value Inn is giving special rates... \$78+tax per night. Need to call directly
Address: 3306 Pacific Ave, Forest Grove, OR 97116 Phone: (503) 357-9000
 - We have a \$5.00 Ride Driver covering the event.
 - Need to confirm How / Who will run this.
- OO49 Status.
 - OO49 Artwork from Phantom Chicken was approved by the BoD... Phantom will charge \$320 for the Art to be used for the shirts and the Posters... (This is the normal Deal) They are asking we pay an



art

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additional \$50 so we can own the image outright. e.g. So we can use the vector with the sublimation jersey vendor.

- **Jersey / Streaming...** really think we need streaming to move this event forward as a destination Event! Jerseys seems to be a factor that wraps into the equation.

Jerseys	Independents - Cali	RER	A-Z
Artwork	??	0...	\$100 (for new Art)
Our Cost	\$28 - \$32...	~ \$25...	TBD
Minimums	Don't Know	25 = (\$625 Min)	?Yes?
Carry Cost	Buy Up front	??	??
Online Sales	Don't Know	Yes ??	Yes ??
Exclusivity	No	Appeal only	TBD
Tbl Kick Back	None We care the cost	TBD.. Maybe a table	%10 of sales

Streaming	Independents - Swank	RER	A-Z
Cost	? 3 Room Nights ?	6 Room Nights	6 Room Nights
Prestige	Local	National. 60k-600k	n/a... 1k-20k ?
Distribution	Low	High	TBD

Close vote but things being equal between A-Z and RER... Perception is A-Z is the better option as they are easier to work with as a long-term partner for PADA. A-Z Very accessible, RER is hard to contact / has gate keepers. AR Jim to inform parties of bid winner.

- PO #8 at the Ramada again? Need to lock this in.
 - o **Need to set format...** Expand to 3 days? Do blind draws both Friday and Saturday nights? Pro Invitational... etc. Need strategy now so we can start. (Still need to find a sponsor(s) for the invitational)
- OO50... Location looks great. Lots of activity. Don't want it to interfere with OO49 and PO8
 - o Have a Rev 1 of the contract. Need a careful review to ensure we are not over committing. Room Commitments, Attrition Numbers, Facilities infrastructure, Amenities Costs, RV parking, Venue Help to guarantee the Prize, Transportation to and From the venue. (e.g. PDX and Back) Need a decision ASAP. Keep the location quite until we are sure...
 - o **Review contract has a number of issues with wording.**
- Need an ADO NQ connected to PO... Carry over from last months AR Jim talk with Paul about the whole Reg 1-2 NQ schedule. Also about the BiG... His call but if we can I would like to influence if we can. See: http://portlandareadarts.com/wp-content/uploads/2018/01/PADA_Major_Events.pdf
- Concerns / Issues / Opportunities

ADO Qualifiers...

- Local Qualifiers. Need dates, Schedule to align with ADO.
 - o Would like to have a page where we can share hi-level schedule
- Need schedule matches for the next LQs... **(Feed Winmau) ... AR Dee to Publish target dates...** Dee will look into how we might do a better job of getting our members attention. Make it easier for them to see the message!

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Date	Venue	Bar kikir	Coverage	Turnout	
	??				
	??				
	??				

- Venues Confirmed, Funding, Advertising, Coverage -Primary/Ancillary?
- Concerns / Issues / Opportunities...
 - o **AR Jim** Talking with Paul about NQ aligned to OO and PO.
Possible 2 crickets. but 501 is our preferred? Need to feeds OO and PO

Communications... Jim share Dee's update

- **AR All BoD...** PADA BoD to start working 2019 schedule... What where and When.
- **AR Dee...** Status of Newsletter for April/ May... TBD.
- PADA website status: Lots of updates required. Many pages are missing links / content.
- Qualifiers – what is published and where? Need to advertised on PADA website. Coms TBD?
- Concerns / Issues / Opportunities - Dee is posting at events around the area... need the rest of the BoD to help put up flyers.

Marketing

- BiG6 Update ... hit the social media channels.
- Plans / Strategies to increase PADA membership
 - o Advertising channels
 - o Events / membership drives.
 - o New Growth Opportunities.
 - o Etc...
- Concerns / Issues / Opportunities
 - o Need to grow the sport... what can we do?
 - o Looking to establish some long-term partnerships with Local suppliers still TBD
Redeye Rhino, A-Z Darts, Dart Connect.
Darts.com and Accurate Darts too small to be a strategic partner right now.
 - o Pursuing other major partners to be announced.