

PADA Board of Directors Meeting Agenda:



OCT 8th 2017 Meeting Minutes... Katie's BY 11am 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 11am Nov 5th at the Village Inn, 17070 SW 72nd Ave, Portland**
- **Oregon Open prep meeting is 11am on Oct 28th @ Katie's Backyard 11307 NE Sandy Blvd**
- Had PADA BoD presence at the Emerald City Snoqualmie shoot... Really liked having 2 blind draws. Something we should consider for the Oregon Open. First night was 501, second night was Cricket.
- Received a call from Hawk. He said Steve Brown indicates that Andy Campbell is a lifetime member? when we checked Andy was not listed as on the PADA WebSite as an LTM. Searched PADA records and we found Andy had paid members' dues in 2014 and again in 2015. He took off 2016. We are confident he is not and LTM.

Treasury - Association Coffers...

- Current Checking Balance. = \$2786...
- Status of Dues, Team fees and Sponsors fees? **Amanda to update this week!**
- Still do not have 2017 Q2 or Q3 Balance sheet for the BoD meeting review.
- Not for Profit get well still in process (10 months): Jim and Amanda meet to review the key deliverables. This is critical for Treasures R&Rs. Amanda's accounting experience will help. Reviewed needed Ledger and Balance sheet and procedures. Provided all the forms, Documentation and steps needed to get PADA back to compliance with the IRS/ODOJ.
 - o Oregon Business Registration completed. \$300 was paid to Oregon Secretary of State (OSS). PADA shows as up to date with the OSS as of 10/04/2017. Registration number [622383-90](#)
 - o Still working on IRS 501C(4) status.
 - ✓ Complete IRS form 1024 and 8718... (\$850)
 - ✓ Complete IRS forms 990 for 2011 through 2016.
 - ✓ Update all financial records for PADA to a standard format.
 - ✓ Explanation letter why we failed to files and actions to prevent in the future
 - o Standard operating procedures need to be written for PADA Treasure, President, VP and documented in bylaw
 - 1. PADA Ledger transfers to the PADA Balance Sheet for BoD quarterly 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)
 - o Jim had follow-up conversations with the IRS and the State of Oregon to confirm our status / liability. **AR Jim** needs to complete audit of the PADA Bank Account ASAP.
- Concerns / Issues / Opportunities
 - o **concerned that the IRS may take action soon ...**

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

- Status (e.g. Signup, Setup, Management, Post Season, Awards)
 - o Everything seems to be tracking on schedule. No issues to report!
 - o Communication --- had some discussions regarding Subs. But they seem to have worked out
- Issues / Opportunities
 - o Terry would like to add trophy's for Hi-lights to the awards. Will float with the membership see if there is interest? **AR Dee.**
 - o Need to order pins for Fall season. **AR Terry**

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- Process identified for submitting Ton 80 or other highlights needed to ADO? Will start at the end of this season. Some discussion if we should go back and submit spring and summer highlights.
Terry will investigate with Paul / ADO if this makes sense.

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

- Summer Singles... Status... Most have not been paid yet. .
 - BoD members have the envelopes for those players near them. Will use the as a receipt. Have the player sign to show they received it. Return to Amanda once signed.
- 242 Status (e.g. Signup, Setup, Management, Post Season...)
 - Have not seen interest on Facebook.
 - Hi-Level review of format options. Mixed trios, all men, all women, anything goes.
 - **AR BoD member**: Ask player their opinions about new leagues... (Vacations delayed BoD getting feedback.) One suggestion was a premier league for the Master and Advances shooters. Use similar format as soft tip. 2-3 player teams. **AR Jim** to come up with a set of guidelines for the members to review. Target Spring 2018 if possible.
- Youth League Status
 - Progress Update: no work done here.
- Communication
 - ...
- Issues / Opportunities
 - ...

Monthly Shoots...

- Suggested rather than doing 2 shoots we combine the November and December shoot into a single Holiday Shoot! Consensus is this is a busy time for most of our members. And it conflicts with the Portland Open! Vote was to have a single shoot makes sense. We will want to make this a big deal shoot Possible a \$500 shoot. Turkeys Hams Etc. collect toys & food donations. Have the event early in December!
- Awards Shoot... Suggested that we only have one signup session and aligning it with the Awards shoot. If people miss signups, they will miss season and will be taught better for the next season. Problem is we can't afford to lose players. We are in competition with other activities. We don't want to lose out to Soft-tip, Blowing, Cards, etc... This is why we have to solicit participation and accommodate players or PADA will lose market share. However, there is merit in promoting an awards/signup shoot. More discussion required.
- 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
Halloween shoot	Katie's Backyard	10/28/2017	Heather	Advertising is out there!
Holiday Shoot	TBD (BC's - 8 Boards)	12/02/2017	TBD	Need to make sure BC's kicks in.
Awards Shoot...	TBD			

- **AR Heather...** Get locations secured for next 3 shoots. Review PADA letter of understanding with venues. **AR Jim** to send Link for Letter of understanding to BoD.
- Concerns / Issues / Opportunities
 - Promoting the monthly. Live feeds from the monthly's... get people into it. Also need to leverage monthly News Letter...

Major Events...

- PO7. review



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- Status of Boards needed for the event... PADA has 4, Jim has 4, Shawn has 5, has 3... we also have Boards and standards we need to get back from Youth League sponsors.
- Status of Sponsors –
 - Darts.com ... they are a small business (\$100 to hang banner...) not sure they are a long term big partner.
 - Eric has contact at A to Z, they are a much better candidate long term partner.
- Setup the Thursday before. Who will help.
 - AR Jim to coordinate --- 8 standards 16 Boards Min.
- AR Heather Lock in Widmer. 2 kegs Cups and Napkins part of our contact.
- PO7 Shirt, – BoD members felt they should have control over the PO 7 shirt art. Jim had told Phantom Chicken this was theirs to own from beginning to end and did not want to go back on his word. In future BoD will own approval control for all artwork related to PADA events.
- Medallion advertise... Dee had sent content to Medallion, but not sure if they will include it. There are other mitigating issues that might prevent it.
- For Next Year
 - BoD would like to expand to 3 days. Do blind draws both Friday and Saturday nights. Lose the Mixed Dbls.
 - Still need to find a sponsor(s) for the invitational
 - Look at getting another major association connected to PO... (e.g. PDO, BDO, PDC, etc...)
- Need to start planning for OO49 this October.
 - Initial planning meeting 11am on Oct 28th @ Katie's Backyard
 - AR Dee to follow up on call for OO Artwork ideas from membership. Need to close end of October. *See Communication Opportunities Section for details*
 - AR Sara will own the Artwork approval process by the Membership & BoD.
 - AR Jim to prep conversation with Nancy. Start working the deal.

Rolling Schedule for the next 12 months.

Major	Venue	Format / Prize	Advertising	Services / Sponsors
Portland Open #7	Ramada in is secured	\$2100 +	Heather	
BiG #6	KATZ	\$?		Need to confirm
Oregon Open 49	Portland Meadows?	\$12K ???		Need to publish dates

- AR Heather/Jim... Need to lock in BiG #6 and the 49th OO end of this month
 - Letter of Understanding with Katz. (Best way to reach Tonya La Mar is by Messenger)
- AR Jim will reach out to Nancy and Portland Meadows to start the process.
 - BOD needs to settle on what and where we do the events. (Fish Bowl or Cave)

ADO Qualifiers...

- Local Qualifiers. Need dates, Schedule to align with ADO.
 - Would like to have a page where we can share hi-level schedule
- Need schedule matches for the next LQs... (501 All Start Singles) ... Need to feed PO#7

Date	Venue	Bar kibr	Coverage	Turnout
10/11/17	Katz	\$5	Dee	

- Venues Confirmed, Funding, Advertising, Coverage -Primary/Ancillary?
- Concerns / Issues / Opportunities...
 - AR Dee...Need to get an event scheduled for Sunday so Jeff Meinke can play.

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Ran out of time. Meeting Broke up without covering Communications or Marketing

Communications... Jim covered some items 1on 1 with Dee

- **AR All BoD...** PADA 2018 schedule validated? Only feedback I have is from Dee!
- PADA's Google Calendar is up to date!
- October Newsletter ready to send? (first week of the month!)
- PADA website status update: preproduction site up and running. BoD discussion on content look and feel. Mostly good. Jim does not like the gray font, too hard to read. Dee does not want to change.
- Qualifiers – what is published and where? Had some question asking why it is not

being advertised on PADA website. Would like to see flyers in Bars

- Need schedule set to feeds PO#7 Need to spam the world with PO#7 details

- Concerns / Issues / Opportunities
 - o **AR Dee** OO49 ... flood the channels asking our members to provide art ideas ASAP... BOD will review and give members opportunity to weigh in on favorites. Maybe even get OO-50 teed up. Need all ideas by end of Oct
 - o ...

Marketing

- PO#7 Update ?????
 - o ...
- 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