

# Pasadena Roving Archers

## Minutes

January 6, 2009

The meeting was called to order at 7:32 pm by Truett Sparkman, President.

Members present: Donna and Truett Sparkman, Van Webster, Gary Spiers, Michael Burnham, Irene Yin, Jim & Terri MacQuarrie, Jeriel Nutter, Eric and Odie Tollefson.

Treasurer's Report No report

### Old Business

- 501 (c) (3) – Paperwork changed to reflect PRA as performing archery training
- Clubhouse update – Nothing new to report.
- Bales – Awaiting a delivery date.
- Election update – New officers were unanimously approved. Gary Spiers, President, Van Webster, Vice President, and Irene Yin, Treasurer of Pasadena Roving Archers are club representatives approved to act on behalf of the club to manage financial matters. Bank of the West will be notified that they have the authority to act as signatories on all accounts.
- Signatures on 10/08 minutes – Van and Truett signed the October minutes. Irene needs to sign them before they can be sent to Bank of the West.
- 75<sup>th</sup> Anniversary celebration – Several suggestions were discussed as possibilities for celebrating the club's 75<sup>th</sup> anniversary. Ideas discussed:
  - Hold a special tournament, invite city officials
  - Coordinate around celebration of new clubhouse
  - Coordinate several events during one month of the year
  - Involve Pasadena Heritage, History Museum

This item will be kept on the agenda to be further discussed at each Board Meeting.

- Club Banquet 1/24/09
  - RSVP's- Based on current responses we will be around the minimum guarantee of 60 people.
  - Awards – Bob Thome is handling the purchase and anticipates the cost may be a little higher than last year.
  - Centerpieces – Odie to send out an e-mail asking for a volunteer to create some archery themed centerpieces
  - Agenda – Odie & Eric will finalize and print the Agendas for the meeting
  - Door prizes – Mike will bring a few items such as PRA shirts & pins, book, etc.
- There are two reports due to the City of Pasadena. Mike is working on the membership report. It will be sent in by the deadline along with the check. Irene will prepare the Statement of Expense and the Statement of Expense and send it to the City in order to meet their request for a cash flow report.

### New Business

- Membership renewals – Mike I finalizing the details.
- Summer archery programs – Jim is willing to assist in the coordination of programs. Details to be determined include fee to pay Jim for coordination, charges for equipment rental/usage by schools and summer programs, availability of safety nets and target butts, etc. Jim could run workshops for merit badges at Wilderness Park in Monrovia. Jim will work on details to present to the Board for final approval.

- o Filing cabinet in bin – Jeriel has installed it.
- o Jeriel will hold on to the various receipts he has for reimbursement until the next meeting when Irene will hopefully be able to attend.
- o Signature sheets for classes – all classes need to be sure to use signature sheets a teach class so as to capture more accurate number of attendees each week. They are to be turned in to Van 1 time per month.
- o Oak Tree date for 2009 – May 17<sup>th</sup> is the suggested date. Gary will check the NAA calendar to ensure there won't be a conflict with other events.
- o JOAD age appropriateness – there was discussion as to the appropriate age for JOAD participation. PRA notes that JOAD's must be at least 10 years of age unless a current JOAD participant has a younger sibling of 8 years old or older or on an individual case by case basis with JOAD instructor approval.
- o Equipment suggestions for beginners – there is a form available for instructors to use to recommend appropriate equipment for beginners to take to an archery shop when they are ready to buy their own equipment.

The next meeting will be held on Wednesday, February 4<sup>th</sup> at Van's Studio.

Meeting adjourned at 9:05 pm.

Odalis "Odie" Tollefson  
Secretary