

**Balboa Tennis Club Board of Directors Meeting Minutes
December 21, 2021**

Meeting called to order at 6:30 p.m.

Attendees: Janene Christopher, Gary Smith, Michelle Ford, Todd Linke, M.A. Hillier, Ruben Carriedo and Colleen Clery Ferrell. Andrew Macfarlane was absent.

Minutes Approval: The November 2021 Board meeting minutes and absence were approved. **MMSC**

Guest Presentations - Newly elected Board Member Maegen Demko introduced herself to the Board. She currently lives in Carmel Valley and works for CRISP as a Data Scientist. She is hoping to apply quantitative data to help the Club deal with issues.

President's Comments (Janene Christopher) She and Ruben Carriedo will be leaving the Board after many years of service. Janene thanked everyone for the dinner and plaque, which she said were very much appreciated. "I'm not leaving the planet and am still available for help," she said.

Club Director's Report (Colleen Clery Ferrell)

- A. Minimum Wage** - In 2022, the minimum wage for San Diego is being increased to \$15.00 per hour. BTC payroll will be adjusted accordingly.
- B. February 2022 Board training for financials** - Club CPA Jere Batten will conduct the training.
- C. Daily Log Notes/ Membership Totals/Waiting List/ Court usage** - Membership is at 1552 with cap at 1625. The waiting list is at 250. Additional members will be invited this month. Overall court usage rate for the month of November is at 69%.

Committee Reports

Budget and Finance (Colleen)

- **Club Finances** - There is \$171,682 in the bank at the end of November 2021, with 50k set aside for reserves. Daily permit and membership income continue to be strong. This month, Our Lady of Peace High School paid their seasonal dues. Court fees from CIF High School Championships and the San Diego Tennis Federation account for the high number of court fee rentals - \$7410. Expenses were in line with only one major purchase in maintenance for a new Men's Room lock. Net income for the month finished at \$14,417. YTD income is high at \$64,618 with memberships and daily permits standing out as the major income producers. Budget vs. Actual for November shows the Club with a net income of \$14,417 when a loss of - \$6956 was predicted. YTD Budget vs Actual net income is at \$94k over budgeted figure which is a combination of membership, daily permits and tournament income. Budget for 2022 will be more accurate with tournament revenue and expenses being more predictable.
- **Facilities**
 - A total of three bids for a new roof over the Clubhouse have been submitted to the Board. The lowest bidder is not licensed, yet was used as a reference and is a club member. The board would like an additional bidder, which Janene will arrange. She has agreed to help with the process as she will put together a scope of work. Motion was made to spend up to \$15k on reroofing the Club House. **MMSC**
- **Constitution and Bylaws** - none
- **Employment and Personnel** - Charles St. Hill and Mike Phinney are officially new employees of BTC.
- **Ethics** - none

Contract and Lease

- **Cafe** - none.
- **Griffin Tennis** - Contracts and business licenses received 12/19/21

Other

- **Newsletter** - Colleen ran out of time to get the newsletter written and published before the end of the year. She also wants to include new board member articles. New publication date is January 2022.
- **Website** - none.
- **Advertising** - Inside Tennis Magazine requesting ad price for 2022 at \$625 per ad/ four times a year. Current Board agreed to the January addition ad and then let the new Board decide on whether to finance the other three issues.
- **Fundraising** - none

Unfinished Business

- **2022 Liability Policy research** - Still in the research phase. So far, the prices have been extremely high. Hoping for a more affordable rate.
- **City Council Rep District #3** - Request for roof assistance. Assistant made contact and will arrange to come by BTC for a visit.
- **.Press Pavillion Plaque** - Press Family approved plaque for 5k donors.
- **SDG&E Invoice for October** - San Diego Community Power group one time fee was added to the October invoice which was a charge of over 1K for "clean air initiative." November invoice was in line with the rest of the year as the rates changed from summer to winter.

New Business

- **Esther Leeflang sail suggestion and bids for lower courts** - Esther and Colleen met with SoCal Shade Sails to get a bid for extended shade coverage at the top of court 19. Esther is donating some funds to the Club for this purpose. The price came in very high. Janene suggested contacting Moran Canvas, which made and installed the initial high shade covering between courts 8&9 for an additional estimate.
- **Member Remorse Regarding Renewal** - Denied

Executive Session - Discuss of employee evaluations

Adjournment: 7:30 p.m.

The next board meeting will be January 18, 2022

