

Balboa Tennis Club Board of Directors Meeting November 16, 2010

Meeting called to order at 7:02 p.m.

Attendees: Dwight Van Slyke, Colleen Clery Ferrell, Peter Conneely, Geoff Griffin, Jerry Bischoff, Kevin Barton, Jane Pulliam, Spike Lowndes, Jim Winters, and Roxanne Drees were present. Karen Houston, Ruth Nutt and Melinda Murray were absent. The Board voted unanimously to approve the minutes from October's meeting and Melinda's, Ruth's and Karen's absences.

Member/Guest Presentation: Ken Banqued and Alex Joy gave a presentation on plans and changes necessary to operate the food concession. Items which needed Board approval: to install a grease trap in the hall adjacent to the men's locker room; to install a sign and lights on the exterior wall of the clubhouse facing the parking light; and to use our janitor's closet for cleaning supplies. Motion made/carried. During discussion after Ken and Alex had left, the point was brought up BTC pays utilities for the Cafe. Paume Café and Grill will be using gas, something not done by previous concessionaires. Gas bills will be monitored and reviewed for possible negotiation.

President's Comment's: Board is short two members. In accordance with our by-laws, the President may nominate new members, but the board must approve their nominations. Dwight nominated Brad Hasper and Mary Gunset. Both were unanimously approve

Treasurer's Report: Roxanne led us through the numbers. BTC is ahead of budget projections and comfortably in the black.

Oct 2010 vs. Oct 2009: No major surprises. Income: court rental of \$990 was from a junior tournament Geoff ran. Memberships were down \$3850. Up until now, membership renewals historically have averaged out over the entire year. However, this year we are seeing a lot more 4 month/\$75 memberships. This change is understandable, given the economy. While not perceived as a major problem, we could see a loss in revenue. The \$100 loss reported in tournament income represents refunds from the Metro tournament. Expenses: the only major difference was the \$1200 donation to the Annual Junior Fund, which was reported in October this year and in September last year.

CY 2010 YTD vs. CY 2009 YTD: Again, no major surprises. Two items of note in Income: Last year we used our one-time grant reserve from the Friends of BTC to replace the old ice machine in the club house. The other item is a \$4200 (negative) difference in membership revenue. Reasons previously discussed. On the Expense side, we spent \$1595 for our attorney to advise us on the movie contract and on the cafe contract. Facilities are up primarily due to purchasing ball sheds for the junior program, court reservation sheets, replacing a net post on court #11, replacing three windows with glass in the club house, and digging up parts of the lower courts to see if there are existing conduits which would reduce costs for installing lights. Printing expense of \$2276 is for new club rosters, done every two years. Utilities cost is down almost \$6,000 due to improved monitoring/usage of court lights.

Bottom line: the club is \$22,519.49 to the good.

Roxanne will schedule a budget meeting with Colleen, Dwight, and Jerry. Anyone else interested, please contact Roxanne or Colleen for date/time/place.

Tennis Director's Report:

1) Fed Cup - During intermission, six children participating in Balboa Tennis Club's Quick Start program demonstrated how effective the program is in teaching tennis to young beginners. It was a big hit, and Geoff will see if the tennis channel will show the kids on TV.

2) International Tennis Federation (ITF)- As discussed last month, Bill Kellogg, USTA Southern California President, is interested in having San Diego host the February 2012 ITF 35-55 team competition and is looking for 80 tennis courts. He currently has 60 courts. Geoff discussed with Bill the disruptive impact ITF's rigid 9-4:30/two weeks in a row schedule would have on club members, particularly if ITF is not providing compensation (court rental). Bill said the ITF could probably provide compensation, but no further discussion has ensued.

3) Local Charities - Each year at this time, Geoff works with a couple local charities to help spread Christmas cheer. This year the two charities are: 1) Storefront (<http://www.sdyouthservices.org/site/PageServer?pagename=storefront>), San Diego's only emergency shelter program for homeless, runaway, and "street" youth. Youth can access the shelter with or without referral and will be assured a safe place to stay until their lives have been stabilized with the help of professional and caring staff and volunteers. And 2) International Rescue Committee (IRC http://www.theirc.org/where/united_states_san_diego), whose staff works closely with refugees from East Africa, the Middle East, and Southeast Asia to ensure their families are successfully resettled in our community while they work towards becoming US citizens. Geoff will be coming out with a Christmas present wish list from the charities asking for specific gift items to be donated. Or if BTC members prefer, cash/checks are always acceptable.

4) Shoplifting - There was recently a brazen shoplifting incident from an outside display at the Pro shop. An individual picked up a box of shoes and started walking away. When asked what he was doing, he ran off with the shoes. A club member was able to follow the individual and get a license plate number. The matter has been turned over to the police. Since the area is not well lit, Geoff did ask if the board would consider installing an extra light or two as a safety measure, both for Pro Shop employees as well as just general better visibility in a heavy traffic area. The Board agreed with the safety issue and Motion made/carried to investigate/install lights.

5) Air Conditioner – Geoff mentioned that the air conditioner in the Pro Shop broke and he went out to buy a replacement. Geoff wondered if the club was willing to pay for the air conditioner.

*After Geoff's departure, the board voted that the air conditioner was a "luxury item" and that the Pro Shop would have to absorb the cost of the purchase.

Club Director's Report:

Locker Renewals - Cleaned up locker renewals by contacting delinquent members.

Cintas Cleaning Service - Colleen spoke with company representative about locker room sanitation. She used an analogy between brushing your teeth and getting the cleaned at the dentist to explain the deep cleaning which Cintas will do for the restrooms. Cintas recommends deep cleaning twice a month, \$150 per visit for both restrooms. This process includes disinfecting up to six feet on the walls.

Replacement bench/table for Reservations – There was a proposal to replace the stolen table outside of Reservations with a bench. Replacement (picture and material sample provided) will be sturdy and secured to the ground. The bench from Belson was approved by Kirk Lorraine (donor who gave the cast iron table which was stolen). Cost \$550 +/- (depending on shipping charges). Motion made/carried.

Turkey Shoot -11/20 rain or shine. Catering for the social is being provided by Mimi Loucks, one of the club tennis pros.

First Aid Kit in Reservations - Recently refilled to meet OSHA (Occupational Safety and Health Administration) requirements.

Member Request – A member requested to advertise about club tournament at Carmel Valley Rec in Club Updates the first weekend in December. Motion made/carried.

Tennis Cafe: Concessionaire permit with BTC has been terminated effective December 3, 2010. Last day of business will be November 29, 2010. Until Paume Cafe & Grill opens, soda/liquid refreshments will be available at either the Pro Shop or the Reservations Desk.

Committee Reports

A. Facilities

Lower court lights - Burkett & Wong and Lopez Engineering have completed engineering documents and cost estimates. They have met with the City of San Diego's Development Services and completed the engineering reviews successfully. Presently Park and Recreation has the documents and is reviewing them. We are waiting to hear from Park and Recreation as to what further, if any, procedures we need to complete.

With final approval from Park and Recreation, a formal approval from Development Services will complete the design work of the engineer, and the digitized documents will be sent to the printers where copies can be picked up by the bidders.

At that time the bulk of engineering fees will be due minus a cost deliverable for an on-site construction review by each of the engineers.

* A good bidding climate may well reduce the estimated cost for the electrical and structural contracts; however, the remaining itemized costs are fairly accurate.

** A contingency of 5% may not be required.

Cost obligations to date:

Engineering:\$4,750
Plan Check Fees (Responsibility of BTC).....\$ 386

Cost Estimates and BTC Estimates to complete lighting project:

*Electrical Engineer's Estimate.....\$76,863
*Structural Engineer's Estimate:.....\$27,258
Fencing: Estimated.....\$ 5,000
Visionaire Lighting Poles and Fixtures, including tax.....\$57,463 (Tennis Lighting Solution to bid also)
Court Surface Repair Estimate.....\$ 1,500

Sub Total - Estimated\$173,220

**5% Contingency.....\$8,661

Total.....\$181,881

A question had been raised about possible impact on neighbors. Dwight, who lives across from the club, will take for action.

B. Constitution and By-laws – None

C. Contract and Lease – Meeting on 10/26/2010 with City of San Diego. 3 year lease begins July 2011. Major change to the contract says the club is responsible for all maintenance and repairs, not just court and internal facility maintenance.

D. Employment and Personnel – A question was raised about pay-differential for employees working holidays and covering for others who are sick. The Board decided time and a half was appropriate for staff working Thanksgiving, Christmas, and New Years, but covering a shift for someone else did not qualify.

E. Newsletter Deadline – Already sent out via email. Club is waiting for hard copies.

F. Ethics – None

G. Youth Program – None.

H. Activities – None.

I. Special Projects - Jane is coordinating food items for the Holiday Christmas Party, 15 December. Traditionally, the Board members provide food to recognize and thank club members who volunteered throughout the year. This includes employees, team captains, tournament volunteers, those helping in special events. A point was raised that the Board members are also volunteers, so a suggestion was made that for next year's Holiday party, let's let the Club pick up the food costs. Motion made/carried.

J. Web Site Updating. - Claudia Allen has volunteered to help with new format.

Unfinished Business:

- 1) Fundraiser for lower court lights: Not addressed at this meeting.

New Business:

- 1) Wounded Warriors -Peter would like to provide some sort of special recognition for the Servicemen. He will contact Marla Knox (Balboa NAVHOSP wounded warrior program coordinator) for ideas.
- 2) J.R. Rivera -Colleen will investigate making a sign to thank him for his generous donation of the club house flat screen TV. Peter would like to purchase the sign.
- 3) Christmas Bonus jar and card for employees - Spike will get a card (poster-board size) for club members to sign, thanking the staff for its hard work. Colleen will keep the card in her office, and will also have a "tip jar" available for club members wishing to donate. Colleen will advertise in an email "blast" after Thanksgiving.

Adjournment: 8:43