

# Balboa Tennis Club

## Board of Directors Meeting Minutes

### January 21, 2014

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

**Attendees:** Dwight Van Slyke, Colleen Clery Ferrell, Peter Conneely, Mary Gunset, Pat Mason, Dan Hays, C.T. Martin, Mark McDonough, Ruben Carriedo, Janene Christopher, Julia Gregory and Geoff Griffin were present. Gregg Ward was absent. The Board voted unanimously to approve the minutes from the November 2013 meeting and the absence of Gregg Ward.

**Member/Guest Presentations:** None

**President's Comments:** Dwight is expecting to receive the building permit tomorrow so construction for the Belinsky Project can begin. The scope of work will include refurbishment of both bathrooms and the clubhouse. Members will be notified when work will begin. The following Board Officers were nominated to positions for 2014:

**President – Dwight Van Slyke**  
**Vice president – Peter Conneely**  
**Treasurer – Mark McDonough**  
**Secretary – Julia Gregory**  
**Parliamentarian – Ruben**  
**Ethics – Gregg**  
**Activities – Pat and Peter**  
**Employment and Personnel – Gregg**  
**Budget / Finance – Mark and C.T.**  
**Leases / Contract – C.T.**  
**Special Projects – Mary**  
**Youth – Ruben and Julia**  
**Election – Peter and Mary**

**Treasurers Report:** Colleen explained to the Board about financial changes since the passing of former Club CPA Joe Campbell. Jere Batten from Batten Accountancy, Inc. will take over as the Club CPA. Jere was unable to make the meeting this evening, yet sent along an introduction letter and booklet regarding Not-For-Profit Information. Colleen will set up an appointment with Jere, Mark, Julia and C.T. to discuss accounting procedures moving forward. Colleen explained a few of the initial changes recommended by Jere. To begin with, Jere recommended going with Paychex to produce payroll and take care of the W2's, 940 and 941 taxes. The BTC Junior Fund account has also been added to balance sheet, yet in the process of this change, many of the 2013 numbers were affected and thus inaccurate. Colleen discussed some the major line items such as membership, which was almost exactly the same as 2012 at \$233,575. Tournament income was

slightly higher than last year with \$57,563 at year end. Expenses were higher in computer with the purchase of a new HP for Colleen and associated training in 2013. Janitorial services were similar to 2012 at \$30,780, with \$9723 in supplies. The reduction trend for utilities will continue in 2014 with the new recreational rate as the club spent \$10,765 less on electricity in 2013. Overall Club is looking to acquire additional grant money in 2014, watch expenses and reverse “financial bleeding” trend of 2013.

### **Tennis Director’s Report:**

1. **Geoff Griffin thanked the Board for being a part of his annual gift drive which netted close to \$10,000 for several needy organizations.** Geoff estimated he collects app. 10% in cash from the drive. Money is processed through BTC Junior Fund. Mark recommended using a cash receipt book in the future as verification. Colleen will consult with new Club CPA for best method of collecting in 2014.
2. **A letter from Club member Ed Richardson highlighted the incidence of non employed racquet stringers and how to eliminate this situation.** Board decided to draft a policy disallowing tennis merchandise sales as well as racquet stringing. Violators will be subject to loss of Club membership.
3. **Geoff is also on the Davis Cup committee for the upcoming event at Petco Park.** He spoke about ticket sales and Kid’s Day event which is being featured at 10:00 on February 1, prior to the Bryan Brothers playing doubles.
4. **World Team Tennis is coming back to San Diego as the Aviators will be playing a 10 week season this summer.** Exact location is yet to be determined.
5. **Andre St. Denis,** former member who has created trouble at the Club before, harassed BTC Mike Rogers on the teaching court. The only solution in the future is to get the police involved.

### **Club Director’s Report:**

1. Transition to **Jere Batten Accountancy, Inc.** was discussed earlier as a result of Joe Campbell passing, as well as hiring of Paychex for payroll.
2. Negative response from **San Diego District Tennis Association** in regards to grant request was mentioned. BTC financials were not explained at District meeting. Check from Jack Grace estate resolved situation.
3. Explanation of **men’s locker finding**. Contents sent to SD Police with incident number for claim. Member has not tried to renew membership.

4. **Estate check from Jack Grace** arrived 12/19/14
5. **Windscreen replacement and resurfacing dates discussed**. These two projects will conclude major facility spending until further approval.
6. The **US Navy** has requested six courts for their private use every Friday from 7:30 -8:30 a.m. Club approved this request as gesture of good will. Navy participants will have to sign waivers and show a current ID.
7. **Tennis Buddy** – an online matchmaker for players – was introduced via the weekly club update and is being utilized by many Balboa members already. The hard copy Club Match Finder is still available at the Reservations desk.

#### **Committee Reports**

- A. **Facilities:** Dan reported that Melissa is still working three hours per week on landscaping around the club. He texts her on work needing to be accomplished and she carries out the duties.
- B. **Constitution and By-laws:** None.
- C. **Contract and Lease:** Lease with City of San Diego good through June 2015.
- D. **Employment and Personnel:** None
- E. **Newsletter:** April 2014
- F. **Ethics:** None.
- G. **Youth Program:** None
- H. **Activities:** None.
- I. **Special Projects:** None
- J. **Web Site Updating:** None

**Unfinished Business:**

**West Windscreen on court 10:** C.T. made a motion to be put back up. Since Gregg wasn't present to complete the vote, item was tabled until February meeting.

**New Business**

- 1. Advertising in Club Update for members** – vetoed by Board
- 2. Club Locker Policy** – to be written by Julia and Colleen. Policy will include verbiage about storing only tennis related items – no weapons or illegal items in lockers.
- 3. Grant Writing** – Julia said it is clear the Club needs money. Club needs a long term plan for court resurfacing and windcreens. Colleen will send projections through 2020, which was previously established. When applying for grants, volunteer information is very helpful. Beginning at the February 2014 meeting, each board member will submit volunteer hours so Colleen can keep a record on an excel sheet for grant submission.
- 4. Outside Court Rental Fees** – Approved at \$6 non profit, \$10 preferred rate, \$15 standard rate.
- 5. Upper Courts Upgraded Lighting Bid** - \$25,000 for new fixtures on courts 17 and 18, 7-10 and the stadium. Upgrades would substantially improve lighting on these upper courts. No funds available at the present time.
- 6. Junior Fund money for 2014** – Approved

**Adjournment:** 8:20 p.m.