



## **Balboa Tennis Club Board of Directors Meeting Minutes**

**March 24, 2015**

- I. Meeting called to order at 7:03 p.m. by Vice President Gary Smith.  
President Dwight Van Slyke and Pat Mason were absent from the meeting.

**Attendees:** Colleen Clery Ferrell, Gregg Ward, Janene Christopher, Julia Gregory, Dan Hays, C.T. Martin, Ruben Carriedo, Esther LeeFlang, Gary Smith and M.A. Hillier and Geoff Griffin were present. The Board voted unanimously to approve the minutes from the February 2015 meeting and the absences.

II **Member/Guest Presentation:**

- A Sean Powell is requesting the ban the Board has put on his dog Oreo be lifted/removed. Sean spoke about his background as a BTC member for 11 or 13 years, law enforcement for 30 years and 6 years in the military. He said he suffers from PTSD and thus has a service dog to help him with his anxiety problems. Sean is aware of the biting issues and has proposed muzzling the dog, so Oreo can accompany him to the Club. Geoff mentioned that as an officially registered service dog, Oreo would need to be on the court with Sean at all times. Sean said Oreo would sit in his bag and he further stated he would do whatever it takes (ie muzzle, service dog vest, signs etc...) to have Oreo with him at the Club / on the court. He is willing to sign a liability waiver. The Board will discuss in Executive Session, make a decision and advise Sean.
- B Jere Batten, the Club CPA – Presented and explained the newly implemented accounting system which uses “accounting by class”. Started with the Profit and Loss by Class document and explained each category. The Club is projected to lose \$45,000 by the end of 2015. First step is “how to raise revenue” and “cut expenditures”. The Club needs to raise \$26,000-\$40,000 next year. Gregg mentioned that the Board is already thinking in that direction by setting up a budget committee. Jere said that each class in the new accounting system will become it’s own profit and loss statement. Variances will pop out and need to be explained. Jere concluded that she’s been working as a CPA for over 20 years in the non- profit segment and is convinced accounting by class is the most efficient way to operate.

- III **President's Comments:** Dwight Van Slyke was not present at the meeting.

IV. **Treasurers Report:** *Julia Gregory*

- A Report on the financials for February 2015. Budget committee (Julia, Dan & C.T.), reviewed the Club’s expenditures, looking for ways to cut. One goal is to have a budget that works. The Club doesn’t want to use the reserve funds to make “ends meet”. It is hoped the SDGE/ electricity issue will get resolved sooner than later. Unfortunately the best outlook at this time is a \$20,000 deficit by year end.

B The following are committee suggestions to raise funds and cut expenses:

1. \$5.00 surcharge per court for night playing (lights)
2. No holiday party
3. No free clinics
4. No socials
5. Increase daily permit fee
6. No t-shirts for SD Metro Tournament
7. Minimize printing costs
8. No Intersectional or national team sponsorships
9. Possibly increasing membership fees

Need ideas on how to generate more revenue. Esther recommended a flat fee for all leagues (See New Business Item D). The last few years the Club has been funding itself via bequests and donations. The Club can't depend on this income. Julia stated it's important for the Club not be perceived as being mismanaged. The Club's Budget needs to be normalized in order to pursue any kind of Grant money. Discussion- Board agrees that members need to be informed of these financial challenges especially the SDGE/utility challenge and be made aware of cost cutting /revenue rising measures that may need to be instituted. Julia to craft a "Treasurer report/message" to advise members and ask for member input (members asked for ideas on fundraising or cost cutting measures). Colleen to coordinate with Julia.

V. **Tennis Director's Report: Geoff Griffin**

- A Club's Spring Tournament will be run as a double elimination as this gives the players more matches, but uses more courts.
- B This is the 15<sup>th</sup> year for Tennis Fest which is scheduled for May 3<sup>rd</sup>.
- C This is the 4<sup>th</sup> year of the Wounded Warriors Camp which will be held May 18-24. Camp has accepted 65 participants from 27 states. Format will be similar to last year except the organizers have included a trip to the Air & Space Museum in Balboa Park.

VI. **Club Director's Report: Colleen Clery Ferrell**

- A SDG&E additional meter – Club is at Stage 2 of the process. Waiting for billing process to be approved. SDG&E has assured the Club that as soon as the meter is installed, outdoor lighting rate will be applied, we will not have to wait a year. Funding will be from Greater SD Tennis.
- B Joanie Schauf/ Hidden Gem Café has installed WiFi which is capable of handling 30 connections/guest "log-ons". Lani at Griffin Tennis claims the signal is strong.
- C Direction from Board to install Hughes.net satellite internet cancelled. They were a "no show" and there is no need for additional internet at this time. Board Approved.
- D Two dog waste stands have been ordered for BTC through Park and Rec.
- E A new hard drive costing over \$600 purchased & installed for the video surveillance equipment.
- F Court surfacing and windscreen inspection and maintenance projection were presented. Only courts 11, 12 and Stadium will need court resurfacing in the next couple of years, barring any major changes. Windscreens are all functional at this time with exception of Courts 5 -9, 11, 21 and 24 which have panels which will require replacement. No expenditures expected at this time for the panels
- G Overview of the Daily Log.

## VII. Committee Reports –

### A **Facilities:**

- i. **Dan** - Melissa is keeping up her landscape schedule on Monday, Wednesday and Friday. She and Dan work together on Wednesdays to keep the landscape at the Club looking good.
- ii. **Janene** –Presented research on upgrading the upper court lights from Metal Halide to LEDs. Converting to LED will save wattage and power consumption. Budget estimates were obtained from two companies. Each one could work in conjunction with SDG&E to get a rebate, which would help offset the costs. Overall savings to the SDGE lighting bill with LED lamps estimated between 35% -18% depending on lamp wattage. LED with higher wattage put out more lumens (brighter). The existing lighting is about 20fc. Recreation courts should have about 30-45fc. Club Level is 45-50fc and Professional 50-65fc. SDGE offers a rebate between \$250 & \$300/fixture and this could save between \$21K-\$25K for the project. Julia suggests that once the budget was in order and then we could work on acquiring a grant for the lights.

### B **Constitution and Bylaws: Julia Gregory**

- i. Bylaw committee (Ruben, Esther and Gregg) presented/ shared the revised draft revisions to the 1991 By-laws (original hard copy which Julia retyped into an electronic format). Board discussion - Gregg had comment on ARTICLE V- Elections:- Suggested a 4 year term. Board discussion. Board agreed to revise the term to go from two years with an option for an additional two years (total four). The Board unanimously approved the revisions of the bylaws. The new/revised bylaws will be presented to the membership for approval.

C **Contract and Lease** – The Club Special Use Permit (SUP) with the City of San Diego expires June 30, 2015

D **Employment and Personnel:** Executive Session

E **Newsletter Deadline:** March 31, 2015

F **Ethics: Gregg Ward**

- i. Presented a procedural guide-line list for employees to use as a guide for disciplinary action. List was reviewed. Board unanimously approved.

G **Youth Program:** None

H **Activities:** None.

I **Special Projects:** None

J **Web Site Updating: Esther Leeflang**

- i. Suggested rainy day information be posted on BTC website. Janene and Colleen agreed that between them, weather conditions would be posted on social media (Face book) and website when possible.

VIII. **Unfinished Business:**

- A Official Dog Policy was presented. Discussion to have all members who bring dogs to courts shall sign the waiver. Those documents will be kept on file with member's other info. Colleen will include in weekly update and newsletter. Board unanimously approved.
- B "Play at your own risk" signs were not installed as directed by Board last month. Janene directed Colleen not to purchase the signs due to budget challenges. Play at your own risk is written on membership cards and on daily permit waiver release forms. Board unanimously approved to rescind previous direction to Club Director.

IX. **New Business:**

- A Ultimate Challenge Court Rules – Club Director had removed the posted rules due to several members finding them un-clear. Board discussion and decision made from a suggestion by BTC member Leon Thacker that people who want to play together must sign up at the Reservations Desk together, get a joint time on the slip (two names on one slip). Single players follow same procedure. Participants wanting to play on the court put their slips on the board and are called in order. Singles take the next single. Doubles teams wait for their turn and play when their time has come. Gary who regularly plays on "challenge" court indicated that procedure may work. Board unanimously approved.
- B Tennis Club Membership Comparison Sheet presented and discussed. Comparisons made to other public facilities of similar size (Reffkin in Az, McFarlin in San Antonio Tx, Jimmy Evert in Fl). Discussion – Conclusion: BTC is a great value for its member.
- C Esther - Consider allowing reservations for two hours during the day on the lower courts on non-league days – Discussion - Conclusion: Often times a two hour allowance will naturally happen because during the work-week there aren't many reservations and play can continue.
- D Esther - Consider charging for every league team – \$50 /BTC team. More discussion needed. Fees tied to discussion on club budget. Tabled for next meeting
- E Janene- Capital Improvements Projects (CIP) list – Tabled till next month.
- F MA- How are checks made for league memberships - All memberships are computerized in Access database and there is also a manuel database.
- G Club Director read comments from Sean Ortuno regarding club procedures and announced his resignation/2 week notice effective24th March. Board accepted his resignation

X. **Adjournment:** 9:30 p.m.

XI. **Executive Session** – to follow

**Next Meeting April 21, 2015**

