



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

**July 19, 2016**

Meeting called to order at 7:01 p.m

**Attendees:** Janene Christopher (President), Gary Smith (Vice President), Julia Gregory (Treasurer), Ruben Carriedo, M.A. Hillier, Esther LeeFlang, Colleen Clery Ferrell (Club Director). Andrew Macfarlane (Secretary) and Geoff Griffin (Tennis Director) were absent.

The June 2016 meeting minutes and board absences were approved unanimously. The Board viewed three different areas around the club which Colleen pointed out for discussion during the meeting – the new paved area, the barren grass area adjacent to new paved walk and an area in the back of Reservations where there was room for two trees suggested by landscaper Dan Hays.

**Member/Guest presentation** - None

### **President's Comments (Janene Christopher)**

- The paving project (Phase I of Tournament Pavilion); in front the pro-shop was completed by “Western Design.” Apparently the company was not given the mix of pavers to match the existing. The difference between the “new” and existing areas are not immediately discernable. (Board reviewed area prior to this discussion). The photo that was agreed upon as “matching the existing” did not match. When 90% of the pavers were installed that error was discovered. When the donor pavers are installed we can sprinkle in more of the “yellow” pavers.
- Harper Ink Tournament photos have been assembled into a book facilitated by Mixbook.com. Will have poster made up to hang on wall and acrylic shelf to display the book. If people request copies we can facilitate. We will wait to see if there is demand.

**Tennis Director's Report (Geoff Griffin)** Unable to attend meeting due to Junior Tournament.

### **Club Director's Report (Colleen Clery Ferrell)**

- **Updated Club Contract List** – With Julia's guidance, list of all contractors/vendors is complete.
- **Completion of Muan Knight Bench Project** – Flower pot behind court #10 assembled by Esther and group of friends in Muan's honor.
- **Bill Bauer response to shading in Clubhouse** – Bill Bauer wanted to finance installing window shades to cut down on glare on the TV screen. Estimates were \$1K to install light filtering/blackout blinds – this not financially feasible at this time. Bill suggested we purchase the shades at Big Lots. The blinds /curtains are not of commercial grade

and the Board voted not to install window shades at this time. Janene recommended a film be installed on the TV which may help and cost \$100.

- **National Open Tournament** The Tournament was successful and netted \$1,474 for the Club.
- **Landscape recap** –
  - Request for shrubs be installed adjacent to new paved walkway denied.
  - Request for two trees behind Reservation Building was approved for \$140, with overall project including planting not to exceed \$300.
  - Julia would like future/proposed projects to be included & planned as a part of the capital budget.
- **Member suggestion** –
  - Construct a partition or install/purchase a screen in the Clubhouse to separate the bridge players. Suggestion discussed no separation required. Space is too small. Board Vote – Request Denied.
  - Board agreed tennis players should have priority over the bridge players and be able to use volume on television.
- **Daily Log** – Reviewed by Board
  - The male who exposed himself to the Pro Shop workers, Police should have been called immediately and report would have been filed.
  - Next “Weekly Update” to request members walk their bikes onto court and walkways within the Club area.

### **Committee Reports**

- **Budget and Finance (Julia)** The Profit and Loss, Budget vs. Actual for the month of June shows that the income projected and actualized is within \$800. Still in the process of figuring out what it cost to maintain the Club for a year. Overall budget and spending in line. Club is keeping in line with the forecasted budget. \$10,000 has been allocated to take care of additional Club maintenance issues. Next year in the 2017 Capital Budget, additional funds will be allocated for lighting and there will be an increase in the capital reserve.
- **Facilities (Janene)**
  - New shade by court 22 to be installed on 7/20/16.
  - Plumbing issues occurred throughout the week. Both restrooms snaked and still having problem in Women’s shower area.
  - New door for men’s room approved. Hardware (mechanical lockset) will be evaluated for replacement if there is one which will allow the combination to be reset w/out hiring a locksmith.
- **Constitution and Bylaws** - None
- **Employment and Personnel** –
  - Paid time off and new minimum wage rules explained to employees and the Board. Higher minimum wage will go into effect in 2017.
- **Ethics** – None

### **Contract and Lease**

- **SUP Update** – Waiting for signed SUP from the City.

- **Cafe** – Waiting for signed agreement.

### **Other Issues**

- **Newsletter** – November publication
- **Youth program** –
  - Esther - would like to see a higher level youth tennis program at Balboa.
    - Gary commented that his son Ivan used to be involved in former BTC Pro Catalin Chira's Junior program at Balboa. Catalin had to move to another Club because there weren't enough courts during prime time hours to be designated for juniors.
  - Esther - would also like to see the clinics offered be more intense training instead of social.

Discussion deferred to next meeting when Geoff can respond to comments.

- **Website** – On-line payment will be live this week. The app is called Shopify will be used so members can renew or purchase new memberships online.
- **Advertising/Public Outreach** - None
- **Fundraising** – None

### **Unfinished Business**

- **Tournament Pavilion plan and naming rights** –
  - Janene is working on pavilion plans and will have sketches in next 3 months.
  - Donation from Brinker family in honor of Ben Press hasn't been received yet. Naming rights yet to be determined.
- **Esther's Suggestions for leagues were discussed and the following items were approved by the Board.**
  - 1) Flex League Players Guests - Half price guest fee.
  - 2) Captains who "captain" a minimum of 4 teams during calendar year will receive complimentary membership for the following year.
  - 3) All leagues using courts 19-21 and 22-24 will be rotated regardless of level.
  - 4) League teams will be allowed five SUF players per season. In past, two SUFs were issued/available. Captain must be full time member of BTC.
  - 5) Third Sunday of each month will be free guest day when accompanied by a member.

### **New Business**

- **Club Rosters** – No reason to print a roster when a majority of members are utilizing their phones for contact information. It was also cited the need to protect members from stalkers. Members can ask Colleen /Reservation desk for other members contact info.
- **Request for member reinstatement** – Colleen will check with other clubs to see if any behavioral problems have occurred on this individual and report to board next month. Possible trial membership may be granted.
- **Challenge Court, ball sweepers, clinic balls** –
  - 1) Two members were mentioned for regularly not getting Challenge Court slips prior to stepping on Challenge Court to play. Colleen will send a letter to both. *Esther comments (below) will be deferred to next meeting when Geoff present to respond.*
  - 2) Griffin Tennis Services Ball sweepers in disrepair according to Esther.
  - 3) Griffin Tennis Services use of old balls for teaching clinics.

**Adjournment: 9:05 p.m. Executive session to follow**

**The next board meeting will be August 16, 2016**