



**Balboa Tennis Club Board of Directors Meeting Minutes
May 19, 2020**

Meeting called to order at 6:35 p.m. via Zoom.

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

Approve Minutes: A Word document of the April minutes was distributed to the Board after the last meeting. All Board members had an opportunity to view the minutes and offer revisions. In particular, Janene submitted revisions that were highlighted in yellow. These were also distributed to the Board for review. Colleen noted one change suggested by Janene that was made verbally after the meeting, so it was removed. Todd and the Board accepted Janene's changes. Ruben made a motion to accept the minutes. MMSC

*Moving forward, Secretary Todd would like the minutes typed up in Google Docs. He will receive the minutes from Colleen and distribute to the board for suggested changes. This way there will be a revision history. When the board has added their comments, Todd will finalize and send a copy to Colleen for the upcoming meeting. He is requesting changes from the board one week ahead of the board meeting. MMSC

Guest Presentation - none

President's Comments (Janene Christopher) "I hope we get to open soon."

Club Director's Report (Colleen Clery Ferrell)

1. **Log Reviewed** - A daily log submitted for Board review. Board members read prior to the meeting and had no additional comments or questions.
2. **Grant** - A \$5000 grant from the USTA was received to help the Club to purchase cleaning items for reopening and recovery. Various items were ordered for the Club and Griffin Tennis Services.
3. **Balboa Park Conservancy** - CEO recently resigned. Kirk from G-Force Lighting was waiting on final payment for the LED Lighting project, which was funded through the Conservancy. Colleen followed up with the interim CEO; we are assured full payment for G-Force.

4. **National USTA Tournaments** - Tournaments through July 31 have been cancelled. Balboa Open and Balboa Junior still on the calendar according to Geoff. USTA will be publishing tournament guidelines soon.
5. **Louis Simmons Memorial Bench** - Bob Simmons has agreed to purchase a bench in his mother's honor. There is a spot above court 19 for an additional bench. Geoff and Janene suggested looking into purchasing a plaque with eased edges to ensure spectator comfort.
6. **The BTC Parking Lot** - The lot was opened to 50% capacity. This is a positive sign that the City is slowly opening up the recreation area around the Club.
7. **Membership Totals** - A total of 355 of 1341 memberships expired between January 1-May 31. Members are encouraged to renew prior to the Club opening to avoid traffic at Reservations Desk.

Committee Reports

Budget and Finance (Colleen)

- **Club Finances** - There is \$58,259 currently in the bank. Club hasn't had to use the \$50k in reserves. Total income for the month at \$8292, which is - \$23,393 change from 2019. Some people paying for memberships, so this small amount of income has helped. Club also received \$750 in donations. Expenses were kept low, yet still ended up \$10,000 for the month. Year to date, income from memberships and court rental has kept income totals fairly close to 2019. Expenses are \$5650 compared to last year with net income \$12,373 for January-April. The budget numbers are skewed due to the Coronavirus Pandemic. They will be readjusted next month to give a more accurate forecast moving forward.
- **Quickbooks Software** - Colleen needs to purchase new 2020 Quickbooks Software as last year's edition is being updated - cost \$295. Board in agreement.
- **Membership Hardship Allowance** - Ruben offered a suggestion to allow members in good standing to have two months extra for membership dues. The allowance will be held confidential between Club Director and member. MMSC

Facilities

- **Front Gate Design** - Janene said that she has not done any additional work on the front gate. Design is almost completed.
- **LED Light Installation** - Project has been completed for courts 1-2, 5-18. Courts 3-4 is the exception as they have new arms, with metal halide fixtures.

Constitution and Bylaws - none

Employment and Personnel

- **Employee Update** - All BTC employees are receiving unemployment. Several pros under Griffin Tennis that Colleen contacted are receiving EDD payments as well.
- **Ethics** - Members and guests who violate new Coronavirus/COVID-19 guidelines:
 - Director given discretion to use personal judgement.

- One verbal warning first, second is written and third warning is grounds for membership termination.

BTC Vendor Comments

- **Route 6 Cafe** - Opening to coincide with BTC. Board expressed concern with customers waiting around for a sandwich to be made. Colleen will address Guillermo with the need for quick service.
- **Griffin Tennis** - Geoff is currently selling Pro Shop items to members on an individual basis. He expressed concerns regarding paying rent when the Club reopens. The board already decided during the April special meeting that Geoff would pay a prorated rent for March and full rent beginning in June.

Other

- **Newsletter** - Janene and Colleen agreed to wait until the Club opened to publish the next newsletter so the information would be current.
- **Website** - Keeping calendar current.
- **Advertising/Public Outreach** - none
- **Fundraising** - Colleen mentioned recent donations to the Club which have been helpful.

Unfinished Business - none

New Business - none

Adjournment: 7:42

The next meeting will be June 16, 2020