

DRAFT
MARIN TENNIS CLUB
Minutes of the Meeting of the Board of Directors
Thursday, December 28, 2017

The meeting was called to order by President Marty Marks at 6:02 p.m.

Directors Present: Aric Clark, Liz Collins, Lisa Cush, Rich Hoffman, John Honey, Marty Marks, and Maureen Tierney

Directors Absent: Emily Birkenseer

Also Present: GM Chris Horne and Member Herb Gottlieb

APPROVAL OF MINUTES

Action: The Board unanimously approved the minutes from the December 7, 2017, meeting subject to a change in Section 2, Financial Report from Herb Gottlieb and Chris Horne, regarding insurance expenses to read “*(Marty I didn’t get this change down—please provide)*” and an update in the title of Section 4 to read “*Point of Sale/Management Software Program.*”

NOVEMBER FINANCIALS AND 2018 OPERATING BUDGET

The Board discussed the year-to-date budget through November 2017 and, in particular, the cash requirements vs. actuals. The Club’s reserves are currently very low, and the Board agreed that it is imperative that we work towards increasing and maintaining adequate reserves. The Board discussed ways to increase our cash to at least a three-month reserve to start with and then further increase that reserve over time. A number of approaches to accomplish this were discussed, including the amount of the annual dues increase, the possibility of a special assessment, raising the membership count to 325, and deferring projects to future years. At present, the only major project that the club will undertake in 2018 will be the architectural review.

Action: The Board unanimously approved an across-the-board dues increase of 4% effective March 1, 2014.

Action: The Board unanimously approved an expense of not to exceed \$15,000 to retain BAC as the architectural firm to complete the Club’s infrastructure review and long-term plan.

Action: The Board unanimously approved the 2018 Operating Budget as presented.

PRESIDENT’S LETTER

Marty Marks discussed the annual President’s Letter to the membership and asked that the Board review his letter and send him comments by January 10, 2018.

NOMINATING COMMITTEE

The Nominating Committee is in the process of scheduling a meeting and will provide prospective candidates to the Board by January 15.

ANNUAL MEETING

The Board agreed that the Annual Meeting will be held on March 1, 2018.

MEMBERSHIP PROPOSAL

Action: The Board reviewed the MTC Membership Categories Document and unanimously approved the document with the following revisions: (1) Under the “Goals for New/Revised Categories” section, Item 5 was updated to read, “*Create greater parity to other Marin County Club offerings.*” (2) Under the “Visiting Membership – Single Family” membership type, rather than eliminate the category that allows members with visitors to purchase monthly guest passes for their use, Chris Horne will be given the discretion as to what fees will be charged. (3) The “Corporate” membership category was deleted.

CONTROLLER RESPONSIBILITIES

The Board discussed a proposal presented by GM Chris Horne to establish an exempt, part-time Controller position; and Chris recommended Herb Gottlieb for the position.

Action: The Board unanimously approved offering Herb Gottlieb the position as MTC Controller. This position will be established as a regular MTC employee at a salary of \$4,500 per month. The offer to Mr. Gottlieb will not include a complimentary single membership. It may include the food program offered to other MTC employees in accordance with the GM’s preference. If Mr. Gottlieb chooses to leave the position, the Board will reconsider the Controller position as an independent contractor.

TERM LIMITS

The Board briefly discussed imposing a two-year rule on a member acting as a Committee Chair. The Board agreed to table this discussion until the next meeting.

CAPITAL IMPROVEMENT AND INITIATION FEE

The Board agreed to discuss this issue at the next meeting.

NEXT MEETING

The next regular meeting of the Board is scheduled for Thursday, January 25, 2018, at 6 p.m.

There being no other business, the Board adjourned at 8:30 p.m.

Respectfully submitted,

Maureen Tierney
MTC Board Member