

Marin Tennis Club
Board of Directors Meeting Minutes
7/16/2018
Taken by Emily Birkenseer, Secretary

Directors in attendance: Rich Hoffman, Liz Collins, Maureen Tierney, Emily Birkenseer, Jacqui Osterman, John Honey, Mark Clem

Directors absent: Aric Clark, Randy Tugaw

Also in attendance: Chris Horne, General Manager. Herb Gottlieb, Controller

Meeting was called to order by President Rich Hoffman at 6:08pm. After a brief discussion the minutes from the June meeting were approved. Motion made to approve minutes by Maureen Tierney, seconded by Liz Collins, passed unanimously.

Financial Report: John Honey, Herb Gottlieb, Chris Horne

There will be a full Quarterly report at the next meeting as this meeting was called earlier in the month than normal.

Status of the three MTC accounts.

1. The operating account is currently at about \$60K and there should be another \$25K in it by the end of the month. However, there are a few non-recurring expenses this month which will make our cash outflow about \$70K, leaving us with approximately \$15K at the end of July. These expenses include life guard salaries, quarterly sales tax, our final payment to BAR Architects and our final payment on the recent court resurfacing. As this account is projected out through end of August it is starting to look very stable with the increased amount of dues and memberships.
2. The CIF account (Club Improvement Fund) is banking about \$4100/month from the assessment to membership. End of July should see an approximate balance of \$17K, end of August approximately \$21K.
3. The savings account is currently at approximately \$7800, with an additional \$15K in initiation fees coming into the account in the next 30-45 days.

The goal with all of these accounts is to operate with fiscal discipline.

There was some discussion of the problem of inventory and cost on the goods that were disposed of in the café transition because they were expired or no longer viable. How to manage inventory costs going forward is also a challenge that Chris and the kitchen staff are working on, especially since we are now buying fresh goods and the cost of goods changes daily.

General Manager Report: Chris Horne

Chris informed the board of some operational changes starting in August (some of which were approved by the board at the June meeting). First, statements will be issued on the 3rd of each month rather than the 5th to give people time to adapt to the new due dates. Second, EFT will move to the 8th of the month, rather than the 10th of the month with a goal of realizing those funds by the 13th of the month so payroll is covered on the 15th. Third, Chris feels that with a solid late fee program in place we should see an increase in members paying their entire balance. There are several members who only pay partial balances, leaving the club floating approximately \$4-5K a month, late fee enforcement should change that.

There was a discussion of the structure of initiation installment plans. Herb suggested a promissory note be signed. The board discussed this and it was decided to do a review of the actual contract before doing that to make sure it addresses the payments and times they are due. Right now members may pay over 6 or 12 months. Going forward, after our membership cap is reached, initiations will be due in full upfront.

Maureen again noted that we have not checked on the reciprocal memberships to ensure that those not paying an initiation because they belong to other clubs actually still belong to other clubs.

Chris reported that membership numbers continue to climb. We are currently at a total of 339 members (all types). For court impact purposes there are approximately 300 members. There was discussion of when to cap membership to ensure operations revenue and the “magic number” for court impact as well. A motion was made by Liz Collins:

“The board authorizes ten additional memberships from the total number on 7/16/2018. After those memberships are added, Marin Tennis Club will cap membership and start a waitlist program.”

This was seconded by Jacqui Osterman and was passed unanimously.

Chris also reported that there are two committee chairs vacant right now, House and Grounds and Tennis. The next tennis committee meeting is scheduled for 7/18/18 and they will likely vote on a new chair. House and Grounds met last week and added new member Tassos Papidimos, who the board approved unanimously. Derek Boorse and Jason Holmes are also interested in joining House and Grounds but have not been formally presented. The board decided to make an informal recommendation to H&G that they add a few more members above the five they have now and then choose a chair person.

President notes: Rich Hoffman

Rich reported that Calcutta was a great success and that MTC will be having two more big events this summer. Sadie Hawkins on 7/28 and USTA districts on the first weekend in August.

The Marin IJ will cover districts, Chris Horne has the staff and volunteers all sorted out and it will be very busy. USTA will be helping with the logistics of the event.

Tennis Department Structure: Chris Horne/Rich Hoffman

It was reported that Devin has been made aware that there will not be a Tennis Director hired immediately as we will be gathering feedback and data until the end of 2018. A

All tennis pros will be switching to employees if they choose to remain at MTC.

Chris will be meeting with all pros one on one in the next week to discuss the new agreement, compensation, job description, etc. Chris will report the results of these discussions back to the board as he completes them.

There was a discussion of the new MTC Tennis Professional Agreement draft and the duties of both MTC and the duties of the Professionals. In addition to this discussion, Rich Hoffman will have a labor attorney look over the agreement to make sure it is legally sound.

Maureen Tierney moved to have the meeting adjourned and Emily Birkenseer seconded. Meeting was adjourned at 7:47pm. Next meeting set for 8/1/2018 to discuss the tennis pros new contracts.