

Marin Tennis Club
BOD Meeting Minutes
6/28/2018
Taken by Emily Birkenseer, Secretary

Members in attendance: Rich Hoffman, Liz Collins, John Honey, Maureen Tierney, Aric Clark, Jacqui Osterman, Emily Birkenseer, Mark Clem. Also in attendance, Chris Horne, General Manager

Members absent: Randy Tugaw

Meeting was called to order by President Rich Hoffman at 6:07pm. Liz Collins moved to approve minutes from the May meeting, Aric Clark seconded the motion and it was passed unanimously.

Committee Reports:

Finance Committee, John Honey:

John gave us the status of the three MTC accounts that hold our money. First is the operational cash flow account. Cash flow is up with an increase in dues resulting from an increase in membership. The short-term goal of this account (hopefully in 30 days) is to always have \$10K in it. The second account is the CIF account (Club Improvement Fund). This account is funded by the new club improvement surcharge on dues. This account is currently at about \$12K and there is a hopeful year end projection of about \$36K. The goal for this account is to have a balance of \$50K going forward. The last account is our savings account. This account is currently at approximately \$13K and initiation fees will be going into this account. There is approximately \$32K in initiation fees coming in from 3-month trial conversions in July. The goal of this account is to have 3 months of operation reserves in it which would be approximately \$70K.

The goal is to keep these three accounts separate and not have to shift funds between them, keeping the funds earmarked for what they are intended for and not for operating expenses. To that effect a motion was made to earmark the CIF account for improvements only as follows:

Motion made by Aric Clark, seconded by Mark Clem: "The funds in the CIF (Club Improvement Fund) account are earmarked for club improvements only. The funds in this account may only be used with prior board approval."

This motion was passed unanimously.

There was a discussion on the capping of membership. Chris feels we are very close to a spot where we can meet expenses with dues, the board tasked Chris with taking a closer look at cash flow vs. membership dues/numbers and asked him to report back at the July meeting.

It was reported that the café is starting to break even, but there is a need to have two staff members at all times.

The timing of dues payments was discussed. The operating account is often strained because of the timing of payroll and when non-electronic dues are paid. There was a motion made to change the date of dues to be paid as follows:

Motion made by Emily Birkenseer, seconded by Aric Clark: "Beginning in September, all payments that are not electronic will be due by the 16th of every month. Late payments are subject to a \$30 fee the day after payment is due."

This motion passed unanimously.

John Honey also mentioned the desire to have the finance committee have a joint meeting between House and Grounds and the Board to give some focus to what projects have priority in the budget. There was also a discussion of the finance committee's role going forward that was tabled until a later meeting.

Tennis Committee, Jacqui Osterman:

The Tennis Committee is working on a captain's checklist to clarify what their responsibilities are, what team rules are, etc. Aric Clark was going to source the current captain's checklist that is on the website now for comparison. There was discussion of whether or not we have trouble finding captains, how many viable teams we have at team formation, how many non-members can play on teams (currently it is 4 per team) and making sure everyone who wants a place on a team has a place on a team.

Rich tasked the tennis committee with coming up with recommendations on these issues and that the rules need to be formalized and published on the website.

Social Tennis, Emily Birkenseer/Mark Clem:

The Social Tennis Committee asked the board to approve two new members, Amy Taylor and Cindy Tugaw. The Board approved these new members unanimously. Emily Birkenseer gave a report about Calcutta...all was going fine into the auction party on 6/29. Lots of enthusiasm and full sign ups, some subs were needed, but all slots are full.

House and Grounds, Aric Clark:

It was reported that Diane Fass has resigned from her chairmanship of the House and Grounds committee effective 8/1/2018. The House and Grounds committee is now lacking in members, Chris Horne will send an email to the membership requesting new members.

House and Grounds looked at completing the upper walkway between courts 5 and 6 and they decided to wait until they have funds to complete it in concrete (approx. \$25K) rather than put

gravel or other material in for the interim as that seemed too expensive for a temporary solution.

H&G are still looking at phasing the architectural plan in three phases, with preliminary thoughts to prioritize the top floor remodel and controlled point of entry. Aric reported that they are looking at high level cost estimates for both projects in addition to getting a more updated conceptual drawing for the upper level of the club.

Rich Hoffman adjourned the meeting to an executive session at 8:00pm.

Final meeting was adjourned at 9:30pm, Liz Collins made the motion, Emily Birkenseer seconded, approved unanimously.