Marin Tennis Club

Board of Directors Minutes

11/21/2019

Minutes recorded by Emily Birkenseer for Carnet Williams, Secretary

Directors Present: Mark Clem, Aric Clark, Emily Birkenseer, Liz Collins, Randy Tugaw, Eduardo Madueno, also present General Manager Chris Horne

Directors Absent: Carnet Williams, John Honey

Meeting was called to order by President Mark Clem at 6:03pm

Minutes from the November Committee Meeting were unanimously approved after a motion by Emily Birkenseer and a second by Aric Clark.

1. **Finance Committee**

Presentation by Steward Kierle and Frank Battat. The FC presented their recommendations for the 2020 budget and also proposals for dues increases and café price increases. They also presented a plan to open a new bank account for MTC which would accrue a “rainy day fund” for unexpected expenses that come over a year. The FC also brought up the issue of equity membership payouts and recommended a solution to this ongoing issue.

Based on these recommendations the BOD passed the following resolutions:

“*The Finance Committee 2020 Budget is approved by the BOD with the additional resolutions/changes approved by the BOD at this meeting.” Motion was made by Aric Clark, seconded by Liz Collins. Motion was passed unanimously.*

*“Marin Tennis Club will pay off equity members as the need arises out of the Reserve Bank Account”. Motion made by Aric Clark, Seconded by Emily Birkenseer and passed unanimously*

*“Marin Tennis Club will open sub accounts, to be accounted for individually in Quick Books for future expenses, these sub accounts will include but not be limited to: sales tax, property tax, solar panels, plexi-cushion and court resurfacing .” Motion made by Aric Clark, seconded by Randy Tugaw. Motion passed unanimously.*

*“Marin Tennis Club will open an additional savings account (“accrual account”) for unplanned expenses that arise. This account will bank $2500/month.” This motion was made by Aric Clark, seconded by Liz Collins. Motion passes unanimously.*

*“Marin Tennis Club will increase dues for 2020 on 2/1/2020 in the amount of $10/month for family and single memberships and $5/month for all other membership categories. Café minimums will stay the same as 2019 levels.” Emily Birkenseer made this motion, Randy Tugaw seconded it. The motion was passed unanimously.*

*“Chris Horne, General Manager, will have discretion to raise café prices on both food and drink starting 1/1/2020 in a manner he sees fit, not to exceed 10% of current pricing.” Motion was made by Aric Clark, seconded by Randy Tugaw. The motion was passed unanimously.*

*“Marin Tennis Club will increase staff wages by 3.5% on 3/1/2020 as a cost of living adjustment.” Motion made by Aric Clark and seconded by Eduardo Madueno. Motion passed unanimously.*

1. **Club Automation Software Contract**

Aric informed the Board that our software company was purchased by another company and we need to renegotiate our contract. Dennis Simmons review the contract they proposed and recommended it is signed. The following resolution passed:

*“Marin Tennis Club will sign a new six year contract with Club Automation, included a locked in rate and maintenance, at $835/month.” Motion was made by Emily Birkenseer and seconded by Aric Clark. Motion passed unanimously.*

1. **Nominating Committee**

There was discussion of the BOD’s suggestions for the make-up of the nominating committee for the 5 open BOD positions in 2020. There was also discussion of the tentative guidelines for the committee to include issues of gender representation, skill set, rating, length of membership, etc. The following motions were passed:

*“Mark Clem will approach the following MTC members about serving on the Nominating Committee for 2020: Linda Gordon (chair), Amy Taylor, Jeff Kamys, Margaret Bautier and Jennifer Meyers. Alternate members to be Jennifer Merrill-Palethrope and Jennifer Holmes.” This motion was made by Emily Birkenseer and seconded by Aric Clark. Motion was passed unanimously.*

*“The Board of Directors approves the stated guidelines with agreed upon changes to share with the Nominating Committee.” Motion made by Randy Tugaw, seconded by Aric Clark. Motion was passed unanimously.*

1. **Member Polling**

There was discussion of the subcommittee previously formed to do polling of MTC membership. The subcommittee consists of Eduardo, Carnet and Randy. They have research a software program that can service this need with no cost to MTC. Aric suggested we use a tool that can give members a result in real time. There was discussion of how to limit voting to one time and whether or not the polling is anonymous. Mark raised concerns about the tool proposed and the way questions are presented (a 1-5 scale vs. other methods). The action item that came out of this discussion was to get a December survey out about the holiday party and table the longer format discussion for the next BOD meeting.

1. **Tennis Pro Contracts**

Chris Horne presented a revised tennis pro contract based on newly passed California legislation. There was discussion of his proposal and the following resolution was passed:

“*The Board of Directors approves the presented Tennis Pro Contract from Chris Horne with amended provisions in item #1 of the proposal.” Motion was made by Randy Tugaw, seconded by Eduardo Madueno. Motion was passed unanimously.*

1. **Tennis Committee**

Eduardo presented an update on the Tennis Committee. He made a presentation from the TC about a 5.0 exemption for the upcoming 4.5 plus seasons. He also informed the BOD that John Michaelson is new to the TC as the 3.0 male liaison. The following resolutions came out of this discussion:

*“The 5.0 exemption as written by the Tennis Committee and Aric Clark is adopted for the upcoming 2020 USTA season for the 4.5 plus teams at MTC.” Motion made by Eduardo Madueno, seconded by Randy Tugaw. Motion passed unanimously.*

*“John Michaelson is approved as the 3.0 Men’s liaison on the Tennis Committee.” Motion was made by Randy Tugaw, seconded by Eduardo Madueno. Motion was passed unanimously.*

1. **Light Mitigation Project**

Chris Horne presented the progress on the light mitigation project with the neighborhood and the city of San Rafael. Jeff Kent and Chris went to Pleasanton to see the new light fixtures the club is considering and were very impressed. The new tech is much better and test court lights have already been installed. The city planner has already been out to MTC to see the test lights and he was impressed with the results. MTC is now ready to move forward with the last phase of this project. Timers will be installed as well as a further mitigation effort.

1. **Entertainment/Social Tennis Report**

Emily Birkenseer, committee liaison reported that Sadie Hawkins was a big success and the committee is hoping to do that event twice a year. The Holiday party planning and holiday decoration plan are both underway and going forward there are several events already scheduled for 2020 included a Superbowl Party/Chili Cookoff Party.

1. **House and Ground Report**

Randy reported on the House and Grounds committee progress on several fronts. First, the committee has already sold 20 lockers to help fund the Men’s Locker Room project. They will be coming to the December BOD meeting to present their entire plan for the renovation. Second, there have been concerns raised about ADA compliance at MTC. House and Grounds/Randy are starting to investigate how to best address this. They have identified a company that can do an assessment of our facility and a high level plan to show our intent to improve the club should we need to. Possible areas to think of improving first are the parking lot and walkways. Randy also presented a new, comprehensive court improvement plan that is a year-to-year rolling plan with the next court improvement cycle beginning in 2021 and then cycles to 2025, 2028, etc.

The Board Meeting was adjourned at 9:28pm