**GM Report July 2020 MTC Board of Directors Meeting**

**Finance Report:**

**Current Bank Balances:**

* **Operating Account: $28,630**
* **PPP Account: $3,488**
* **Reserve Account: $149,376**
* **CIF Account: $39,684**
* **Accrual Account: $27,961**

**Financial Reports: click on link for the report**

* [June P&L summary](https://www.marintennisclub.com/wp-content/uploads/2020/07/June-PandLBoard.pdf)
* [June YTD P&L summary](https://www.marintennisclub.com/wp-content/uploads/2020/07/YTD-through-June-Board.pdf)
* [YTD Cash Flow Statement](https://www.marintennisclub.com/wp-content/uploads/2020/07/YTD-June-Cash-Flow-Board.pdf)
* [Balance Sheet June](https://www.marintennisclub.com/wp-content/uploads/2020/07/Balance-Sheet-June-Board.pdf)

**Project Update:**

**The men’s locker room project is near completion. Lockers, flooring and paint are complete and paid for. The remaining items are changing the current fluorescent light fixtures to LED, installing flat screen TV, furniture for the center of the room (lounging couch and table) and upgrading toilet fixtures.**

**Mens/Womens Spas:**

**Both spas are requiring resurfacing due to cracked shell and leaking. The drains also need to be replaced and brought up to code per the Marin County Health Department. I am work with Diamond Pools who come highly recommended from our pool service contractor Poolcraft. This is considered an unforeseen maintenance item. I will provide costs for approval when received.**

**COURT 6 Patio Railing:**

**Met with Jeff Kent to go over the railing project. Contacted Pacific Circle, Inc who provided a bid to install a cable fence on that patio last fall. Waiting to hear back so Jeff and I can coordinate to meet with them again as the scope of the project has change and we need to get an updated bid. Will keep the Board abreast of the progress of this project.**

**Update on Quarantined Members (Covid incident)**

**Here is a status update of the individuals that were required to quarantine from the club. Quarantine period was completed on July 9th and an email was generated to those involved. Here is the status;**

* **John Shields – Have not heard back from John, no Covid test results provided, he has not used the club.**
* **Mi Qi – Same status as JS**
* **John Honey – Same status as JS**
* **Margo Holt – provided negative test result and is back playing at MTC**
* **David Wilson – Talked with David on the phone this week and he is in Scotland till the end of the month. He self-quarantined for the period required when he arrived. No symptoms and very little exposure where he’s at. Recommend allowing David to return to MTC when he returns and not require a COVID test**
* **Andre Goldfein – membership at MTC has terminated**
* **Igor Scherba – Has not returned to the club and no test results provided. Has requested to go on IR status due to injuries/ailments. Provided IR requirements and info but have not heard back. He has not been back to MTC.**

**Access and Security Control Update**

**Aric, Jeff B., Jason Holmes and I met last week to open discussion regarding controlled access entry into MTC. Some of the items discussed:**

* **Purposes: Security, member usage tracking, Guest control**
* **How can this be accomplished: separate kiosk, through the main office, security gate access, key cards**
* **Will this require additional staff hours?**

**Access control will be phased in. First phase has started this week. CA has a Check-In feature that allows members to Check-in either by name, number or scan card. We have started using this feature by checking in each member during each reservation slot into the Check-in feature. This is a great toll as it provides a report that can track who used the club on what day and what time they were here. If we have a situation that requires contact tracing, we can generate a report that will provide that information.**

**The Check-in area will be moved this week from the back gate to the area right in front of the steps to the clubhouse. All members will enter and exit through the main entrance. This will provide better control of traffic through the club and customer service.**

**Once we have our new Check-in desk up and operating, we will start capturing member’s photos for their profile. Another added security feature once we move to access control.**

**The Access Control Ad Hoc committee will continue to meet and develop a strategic plan so we are ready to implement if and when we return to normal operations.**