

**Balboa Tennis Club Board of Directors Meeting Minutes  
August 16, 2022**

**Meeting called to order at 6:30 p.m. by President Gary Smith**

**Attendees: Gary Smith, Andrew Macfarlane, Todd Linke, Maegen Demko, M.A. Hillier, Michelle Ford and Colleen Clery Ferrell. Mario Suarez was absent.**

**Minutes Approval: The Board Meeting Minutes from 7/19/22 and the absence was approved. A motion was made by Maegen and seconded by M.A. MMSC**

**Guest Presentations - none**

**President's Comments (Gary Smith) He spoke about his son Ivan's current condition and thanked everyone for their support.**

**Club Director's Report (Colleen Clery Ferrell)**

- **UTR Ivan Smith Championships - There will be an upcoming tournament at BTC in honor of Ivan. Initial tennis ball donations will be from Gary Smith. If more balls are needed, BTC will pay for the tennis balls. Michelle made a motion and M.A. seconded. MMSC**
- **Community General Liability Policy with Other Clubs - The policy has been dissolved and each club has moved on with their own policies.**
- **Colleen on vacation 8/24 - 8/28**
- **Daily Log Notes/Membership Totals/Waiting List/Court usage - Membership is at 1606 with a wait list of 550. Overall court usage rate for the month of July was 73%.**

**Committee Reports**

- **Budget and Finance (Colleen)**

**There is \$210,282 in the bank at the end of July 2022, with \$100,000 set aside for reserves. Outside court rental from the San Diego Tennis Federation 4th of July event contributed to a surplus in court fees of \$7,610. Daily permits were steady with monthly memberships being slightly under July 2021, yet still netting \$33,365. Tournament income for the month from the BTC Open at \$27,219 accounted for an \$11,628 increase over 2021, thus overall the monthly income of \$75,922 exceeded expectations. On the expense side, the courts were cleaned, so janitorial and cleaning**

was up almost \$1000 over 2021. The additional security features for the clubhouse increased the repair and maintenance line item by \$1589. Utilities were low compared to last year because the court lights were paid in another month. Net income for the month finished at \$16,979. Year to Date (YTD) court rental, daily permits and memberships account for a majority of the club income. Expenses are in line for the year with an overall net income of \$21,511. The National Open Hard Court Championships netted \$3,224 and the Balboa Open finished with a surplus of \$5,728, thanks to the Brinker Family Sponsorship of \$5000. Board Treasurer Michelle Ford approved the financial analysis for July and YTD.

### **Facilities**

- **Roof Update** - The Clubhouse roof is scheduled for repair September 26-29. The price doubled since the City of San Diego became involved with the process, as prevailing wages for all workers on the job has been mandated. The clubhouse, restrooms and cafe will be off limits for two days during the process.
- **Constitution and Bylaws** - none
- **Employment and Personnel** - The Workman's Comp claim for Jay Torrence is still evolving. Dianne St. John is serving as the Club's Human Resource contractor to help expedite the process. Andrew "Andy" Wickersham is the new Reservation Attendant hired to cover the weekend evening shifts and other times of need at the reservations desk.
- **Ethics** - A club member found his car side window broken and asked the reservations staff to review the club video system to see if there were any signs of foul play. A city worker edging the grass was the only evidence found as a piece of cement must have deflected off the machine to shatter the window. The club member was given a claim to file with the city.

### **Contract and Lease**

- **Cafe** - A new contract was signed and insurance papers filed.
- **HJKventure** - A new contract was signed and insurance papers filed.
- **President's signature is required on both vendor's contracts.**

## **Other**

- **Newsletter** - Publishing projected date: October 2022
- **Website** - none
- **Advertising** - none
- **Fundraising** - None

## **Unfinished Business**

- **Safety Policy for Cafe and Clubhouse doors, including tournaments/events** - After discussion, the board decided the side door by the cafe, the main door into the clubhouse and the ice machine could be left open for large tournaments on a trial basis. As soon as the events are finished for the day, everything should be immediately closed up. Todd made a motion and Andrew seconded. MMSC
- **Security policy for Cafe, Pro Shop and Reservations regarding codes** - Each area was discussed separately.
  - Cafe** - The employees are not to distribute the code to anyone. For regular customers upon request, they are able to use discretion, let in customers through the side door and punch in the code for them. Todd made a motion and M.A. seconded. MMSC
  - Pro Shop** - The teaching pros need to use discretion when handing out the code. Students and those taking the clinics will be allowed to use the BTC restrooms. Pro Shop employees need to advise people passing by to use the public restrooms when queried. Discretion must be applied with regular customers. Maegen made a motion to verbally provide the code at their discretion and M.A. seconded with provisions. MMSC
  - Reservations** - The staff at the Reservations Desk will verify all memberships in question before providing codes. M.A. made a motion and Todd seconded. MMSC

### **New Business**

- **Sunday Morning Men's League Request** - Three courts were approved for 9:00 am - 12:00 pm. M.A. made a motion and Andrew seconded. MMSC
- **Swing Vision** - A company is requesting to attach brackets in the back of the courts on the fence to allow cell phone hookup. The hardware and installation of the brackets would be complementary. The Swing Vision app enables players to film tennis matches and instruction while playing and then condenses the time for analysis after the match. Michelle made a motion to approve bracket installation on all 24 courts, MA seconded. MMSC

**Adjournment** - 7:52 p.m. Next Meeting is September 20, 2022