

Balboa Tennis Club Board of Directors Meeting Minutes

January 19, 2021

Meeting called to order at 6:33 p.m. via Zoom

Attendees: Janene Christopher, Gary Smith, Todd Linke, Michelle Ford, Ruben Carriedo, Andrew Macfarlane and Colleen Clery Ferrell. M.A. Hillier came online to the meeting at App. 8:00 p.m.

Minutes Approval: December 2020 Meeting Minutes were approved. Todd said he has a copy of the Executive minutes in handwritten notes. He will make a copy for the office file and email to Colleen. **MMSC**

Guest Presentation - none

President's Comments (Janene Christopher) - 2021 goals from each board member were requested by Janene.

Ruben - To cycle off the board gracefully and to maintain the same role as in 2020 on the facilities committee.

Gary - To maintain fiscal responsibility and outstanding employees and to continue to improve courts and lighting of the facility.

Andrew - To work on the tennis court booking system by weighing varying interests.

Todd - To add more shade, as needed, on the lower courts and to make more enjoyable viewing areas.

Michelle - Caught off guard. Will think about it.

Janene - Created a graphic which came from "thinking outside the box." Something for the Board Members to consider. "Why not try to make BTC the best tennis facility in Southern Cal?" She suggested making the city bathroom a two level clubhouse and converting the lower six courts into hard-tru courts. Her vision is to keep the city bathrooms below, yet build up on the existing SD Park and Rec building to make a clubhouse with court observation on top. The current BTC Clubhouse is historical and thus the structure can't be changed. This vision/goal from Janene will be filed as a "dream." She will put together a package with more detail.

- A separate sheet was included in the member packet with 2020 Committee Head assignments.
- Janene mentioned that the previous vote to minimize Griffin Tennis clinics from 6 to 4 players and a coach didn't give Geoff any time to reply back. The decision made by the Board impacted people's livelihoods. Janene does not want anymore email votes. Andrew mentioned the BTC bylaws allow for "special meetings" to be arranged instead of voting by email.

Club Director's Report (Colleen Clery Ferrell)

- A. **Thank you and Welcome back!** Colleen thanked the board for her generous bonus and salary increase. She also welcomed the members back for another year and thanked them for their service to BTC.
- B. **Membership breakdown for Family/Junior privileges** - She explained how members are trying to combine different combinations to make up a family membership and also how new junior memberships are expecting online reservation privilege for a \$110 rate. The board agreed the juniors who want to use the Tennis Booking system need to be paying the \$235 student rate.
- C. **COVID backboard/COVID months for inactive members** - One of the club members was inquiring about specific rules for using the backboard area during COVID. There are no restrictions. For those members requesting monthly credit for COVID paranoia, the Board recommends taking each case individually, yet compensation will not be advertised.
- D. **Time allotted for tennis partner - incident mentioned - Rules and Regulations** - An incident at the Club on Christmas Eve happened when a couple checked into the desk, yet forgot their tennis equipment. As one partner attempted to hold the court until the other partner retrieved the equipment, BTC members became irate. Moving forward, there will be a 15 minute grace period for both partners to be on the court ready to play.
- E. **Protocol for exiting the court** - More people are playing these days so the club is very busy. When allotted time is up, exit the court quickly so there is no delay to the next reservation group.
- F. **Booking groups, tournaments and leagues for 2021** - No confirmations until February meeting at the earliest.
- G. **Membership Totals** - Court usage ranged from 71%-93%. The busiest days this month were Thursday and Sunday. The total number of members at BTC is 1629 after cleaning out expired members in 2020.
- H. **Personnel** - Alex will be paid through the end of February, and the board will reevaluate after that.

Committee Reports

Budget and Finance (Colleen)

- **Club Finances** - There is \$121,545 in the bank at year end. The Board voted to reinstate the 50K reserves that were released when the Club closed in March for 2½ months. **(MMSC)** Daily permits for the month up \$2449 and memberships up \$19,236 over 2019. Payroll is elevated \$8,042 as bonuses are included in this total. 10 new BTC Court Rules and Regulation signs were purchased, driving up maintenance costs for the month. Overall, the Club finished the month with a positive net income of \$4,677, which is a net gain of \$12,965 over 2019.
- **YTD** - Daily permits, donations, memberships continue to dominate income for 2020 with overall income up \$40k over 2019. As for expenses YTD, they are down \$48,871 due to less spending and the lack of tournament expenses which usually constitute a large portion annually. The Club finished YTD with an overall net income of \$86,072 which is

\$84,485 higher than 2019. In summary, the Club is much more profitable without running tournaments and leagues, yet these activities are a big part of the Club nucleus.

- **Budget to Actual YTD** - The overall numbers are skewed because there was no tournament income or expenses in 2020.
- **Budget for 2021** - Jere Batten - Club CPA - will tweak the budget mid-year if tournaments start up again.
- **Club Maintenance** - The Board voted to approve LED Lighting and court resurfacing on the stadium as well as resurfacing of courts 13 and 14. Colleen will make sure the timing is right for resurfacing to maximize the process. Hot sunny days produced a better product when courts 5-6 and 15-16 were recently resurfaced so the Club will wait for these conditions to begin resurfacing. Costs are as follows:
 - LED Light fixtures and pole painting on the stadium - \$15,000
 - Resurfacing of 13,14 and the stadium - \$14,400
 - Total for both projects approved - \$29,400

Facilities

- Windscreen on courts 19-21 was installed.
- Regular schedule of court washing is taking place.
- Electrical boxes are getting locks to prevent homeless from charging up.

Constitution and Bylaws -

- Colleen read the list of years that each member came on the BTC Board and also sent this information via email prior to the meeting.
- Ruben recommended the formation of a committee to prepare for the 2022 BTC election. He said there needs to be changes to the current bylaws to stagger the terms so that no more than three members go off the board in the same term. The election committee will be made up of two board members and another person who is not a board member. Ruben will chair the meeting. He asked Andrew to be on the committee with him. Ruben or Andrew will come up with "stock" language for the bylaw change and bring to the next meeting.

Employment and Personnel - Executive Session

Ethics - none

Contract and Lease

Cafe - The Cafe is keeping a consistent schedule despite COVID challenges.

Griffin Tennis - Goeff and Manuela have complained about the lack of Pro Shop traffic since he started online tennis reservations.

Other

- **Newsletter** - Next edition May/June 2021. Michelle would like to see coverage of Jim Winters in the next edition. Colleen commented that she did a cover story on Jim in 2019 and would also include some type of article noting his passing.

- **Website** - Janene commented that the tournament page needed to be updated. Colleen said she changed out the tournaments on the calendar but not the actual tournament page since there weren't any in 2020. She will follow up.
- **Advertising** - none
- **Fundraising** - none

Unfinished Business - none

New Business

- **COVID - 19 cases at BTC** - There was discussion regarding the need to report cases of COVID -19 at BTC. The synopsis was that each player/member has a responsibility to notify their partners, friends and family if they come down with COVID. Board members would like Colleen to draft a letter to Geoff to ensure he is still having new students sign the BTC Liability waiver and also notifying his coaches immediately when one of the students comes down with COVID-19.

Adjournment: 7:50 p.m.

The next board meeting will be February 16, 2021