

**Balboa Tennis Club Board of Directors Meeting Minutes
January 16, 2024**

Meeting called to order at 6:35 p.m. by President Gary Smith in the Balboa Tennis Clubhouse.

Attendees: Gary Smith, Todd Linke, Mario Suarez, Andrew Macfarlane, Maegen Demko, Angie Crawford, Charles "Charlie" Hamori and Colleen Clery Ferrell.

Approve Minutes and Vote on any Board Member Absences- A motion was made to approve the December 2023 Minutes by Maegen and seconded by Todd. MMSC

President's Comments - (Gary Smith)

- **Introduction of new Board Members Charlie Hamori and Angie Crawford.** Charlie has been a member of BTC since 1989 and is currently a medical physician. Angie has been playing at BTC since 2015 when a position with the military brought her to San Diego.
- **Election of Board Officers**
Gary Smith as President - Nominated by Maegen and seconded by Todd. MMSC
Andrew Macfarlane as Vice President - Nominated by Mario and seconded by Angie. MMSC
Maegen Demko as Secretary - Nominated by Todd and seconded by Charlie. MMSC
Mario Suarez as Treasurer - Nominated by Todd and seconded by Maegen. MMSC
- **President Appoints the Following Positions:**
Parliamentarian - Charlie and Todd
Facilities - Maegen
Ethics - Angie
Activities - Angie and Charlie
Employment and Personnel - Andrew and Gary
Budget and Finance - Mario
Leases and Contracts - Gary and Andrew
Special Projects - Mario

Youth - Todd

Elections - Maegen

- **Designate Additional Signer for Checks** - A motion was made by Mario and seconded by Maegen to designate Gary Smith as an additional signer. MMSC
- **Notes for Wells Fargo Bank** - Former Treasurer Michelle Ford is no longer on the Balboa Tennis Club Board of Directors. She should be removed from Wells Fargo accounts. Mario Suarez who is currently listed as a signer will now become a Key Executive on the Wells Fargo Bank accounts. Colleen Clery Ferrell will remain on the bank accounts as a designated signer. Dr. Gary L. Smith, the Balboa Tennis Club President, will also become a designated signer on the Balboa Tennis Club bank accounts.

Club Director's Report (Colleen Clery Ferrell):

- SDG&E** - The BTC bill increased \$28,000 from 2022. Colleen will make an appointment with SDG&E to examine invoices thoroughly and search for ways to reduce the bill.
- Items Approved for 2023 and wish list for 2024** - New Umpire Chairs for the Club and singles sticks were approved in 2023, but have not been purchased yet. The wish list for 2024 includes plumbing improvements in the men's restroom.
- GSDCTC Article and Understanding of Relationship with BTC** - Greater San Diego City Tennis Council is a 501c3 organization that utilizes donated funds to fix up tennis courts around the San Diego area. An article was included in the member packet to educate the Board Members. GSDCTC was featured in a national magazine as a model for organizations around the USA. GSDCTC uses one of the offices in the Reservation building for their base operation.
- Membership Totals** - Total Membership: 1669
Waiting List: 199, Court Usage: 71%

Committee Reports

- Budget and Finance (Colleen)**

- The Club has \$260,785 in the bank at year end. A total of \$100,000 is Board designated, with a \$50,000 CD that yielded \$849 interest. The Club lost money -\$4,885 in the month of December due to several maintenance/plumbing projects and the continuing escalation of the SDG&E bill. YTD memberships were up \$42,000 and tournament income as well +\$12,000. This increase was offset in Gifts/Prizes for tournaments on the expense side. Merchant service fees increased almost \$4,000 as more customers are using credit cards and online membership renewal. Due to plumbing issues, repair and maintenance was up \$14,000 in 2023. Utilities accounted for the biggest jump in expenses with a \$28,000 increase from the previous year. Overall the club profited \$32,000 for the year. Budget vs. Actual income for 2023 finished \$24,000 over budget. Utilities finished under budget as the large increase was unexpected. The 2024 budget draft was presented, but will be voted on until the February meeting. A decision will be made later in this meeting regarding a possible membership increase, which would alter the budget for 2024.
- 5 Year Analysis - Shows a steady increase in income with membership accounting for the constant growth.
- CD Purchase - Mario tried to open an additional \$25,000 CD that was approved by the Board, yet he needed the other signers present at Wells Fargo for approval. This will be done after the board member transition is confirmed.

B. Facilities - Roof over ladies restroom needs to be repaired. RC Roofing that fixed the Clubhouse roof estimates the cost at \$1,980. Mario made a motion to approve the roof repair and Angie seconded.
MMSC

C. Constitution and Bylaws - none

D. Employment and Personnel - Colleen came back from the holiday vacation with COVID, yet worked at home until a negative test. Andy came down with COVID and stayed away from the office for a week. All employees covered for each other.

E. Ethics - None

Contract and Lease

- **Cafe** - A prepared statement from owner Guillermo Sanchez stated that the Cafe will ramp up marketing and advertising in 2024, as well as replace the worn out banners in front of the Cafe. Mario suggested an upgrade to seating at the Cafe would be nice to see in 2024.
- **HJKventure** - Hiromi recapped the increase in all levels of clinics now available through HJK. She is planning a full time summer camp. Her staff in the Pro Shop continues to provide great customer service and increased product/stringing advice.
- **Both vendors thanked the Board** for support throughout the year.

Unfinished Business - The Board discussed as a whole if they wanted additional Board Training as suggested by former BTC Board Member Julia Gregory. As a group, they declined the offer citing that all of them, including newcomers Angie Crawford and Charlie Hamori, have served on boards previously and feel confident in their knowledge of the roles, responsibilities and fiduciary obligations. Secretary Maegen Demko offered to define the description of each committee role for further clarification.

New Business

- **Membership Increase for 2024** - Due to continually escalating maintenance costs, the BTC membership dues will increase 10% beginning April 1, 2024. Maegen will round off the current numbers with the increase and send to Colleen for publication after March 1. Todd made a motion and Mario seconded. MMSC

Adjournment - 8:12 p.m.

Next board meeting is February 20, 2024.