

**Balboa Tennis Club Board of Directors Meeting Minutes**

**May 18, 2021**

**Meeting called to order at 6:40 p.m.**

**Attendees**: Janene Christopher, Gary Smith, Todd Linke, M.A. Hillier (via Zoom), Andrew Macfarlane, Ruben Carriedo, Michelle Ford and Colleen Clery Ferrell

**Approve Minutes**: The April Board Meeting minutes were approved. **MMSC**

**Guest Presentation** –

* Club CPA Jere Batten spoke to the Board regarding BTC finances. Jere spoke about the methodology of handling the finances, citing that the Board needed to be more informed about the operations. She explained that the Profit and Loss by class is a “complete statement of functional expense” and used to categorize BTC finances into two major areas – administration and facility use. Todd mentioned that he has difficulty following the recap done during the meeting and would like a summary prepared, similar to “Cliff notes.” Colleen said she would make notations on the copy of financials handed out to the Board members to help them follow and understand financial details more effectively.
* The Board received a revised budget which included allocation for upcoming tournaments, Pro Shop rent increase that took effect January 1, Board approved payroll increases for 2021 and taxes paid. The tournament budget is based on 2019 actual metrics since there were no tournaments in 2020 due to the COVID-19 pandemic.
* Jere recommended a 20% membership increase starting July 1 based on the fact that the Club has reached maximum density. With continued growth, more people are using the facility adding to more wear and tear. Everyone agreed BTC is the “best deal” in town. Gary said, “With a 9% reserve, we are in pretty good shape.”
* After further discussion, a motion was made to increase the membership rates by 7% beginning July 1, 2021, pending City approval. **MMSC** with one member abstaining.

**President’s Comments** **(Janene Christopher)** none

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

* **USTA vs. UTR –** Colleen explained the difference between the two tennis ranking organizations and also the new competition for players and tournaments.
* **National Open Preparations –** All necessary work prior to putting on a national tournament including sponsorships, entries, shirt ordering, desk staff, securing a trainer and officials, logo created, awards ordered etc is in the works by the Club Director/Tournament Director. Entries low at this time. Hoping to pick up.
* **Membership Requests –** People are desperate to join and reverting to extreme measures to become members. Some are going online and pushing the renewal button, even though they are not in the current database. Others are calling up and claiming that they used to be members and feel “entitled” to being able to rejoin. Colleen remaining strict about waiting list.
* **Membership Totals, Court Usage and Daily Log Review –** Membership is currently at 1621 with a mandated cap of 1625. Court usage this month averaged 80%. Daily log highlights were reviewed with no major incidents to report.

**Committee Reports**

**Budget and Finance** (Colleen)

* **Club Finances** - There is $119,729 currently in the bank with a board designated reserve of 50K. Due to the membership cap, total income for the month is down. Expenses were kept in line. Net income for the month at -$6558. Year to date income by classes shows the Club is up $2761. Budget adjustments will be incorporated this month for payroll, taxes and tournaments so the Monthly Budget and Budget vs. Actual report will more accurately reflect revised budget in May.
* **Facilities** – The extended warranty for new sail between courts 8-9 has been approved by the company. Installation will happen within the week. Resurfacing of courts 13&14 and possibly the stadium depending on finances, will take place in November. Renegotiation of contract with Saint Augustine and OLP, the schools who utilize BTC courts and financed resurfacing of courts 19-24 in 2014, will take place in 2024.

**Constitution and Bylaws** – Andrew will present election terminology and revised bylaw information at June meeting.

**Employment and Personnel** – none

**Ethics** - none

**Contract and Lease**

* **Route 6 Cafe –** Request for lunch bar construction approved by Janene with changes.
* **Griffin Tennis**

-Geoff is requesting the Club pay for the recycling tennis ball program which costs $600 a year. Griffin Tennis Services is the recipient of the used balls for their clinics. Geoff hauls the unusable balls to the post office for shipping. The Board decided to split the annual cost with Griffin Tennis**. MMSC**

-Geoff is inquiring about court usage for Wounded Warrior group in the fall. Board decided this would be based on court availability, yet definitely not before 12:00 on Tuesday. Board agreed four courts requested will be complimentary from BTC in honor of the Wounded Warriors. **MMSC**

**Other Issues**

* **Newsletter** – May 2021 publication
* **Website** – Added SDTF information under programming tab with information on Men’s and Mixed Doubles as well.
* **Advertising/Public Outreach** - none
* **Fundraising** - none

**Unfinished Business**

* **Canopy/sail between courts 8&9** – Discussed earlier in the meeting.
* **Extending Club Hours of Operation** – Approved by city yet not necessary. Court usage after 8:00 p.m. decreasing.
* **Phone trade out for reservation/social media attendant** – Basically a wash as Ruben Carriedo’s donation and phone trade in will absorb cost of new phone.
* **Women’s Doubles on Tuesday** – Person requesting program has decided not to run the program. No further designation.

**New Business** –

* **Ultimate Challenge Court Reopening request** – Approved for Saturday’s only starting after the completion of the National Open Hard Court Championships. **MMSC**
* **Empty Courts –** Todd requested instituting a consequence for members not cancelling courts. Colleen and staff are being advised to compile a list each night with members who are double booking and no showing on courts to find out repeat offenders. Colleen advised to put a message in the update regarding this issue. Follow up will come at the next meeting.

**Adjournment**: 8:31

**The next meeting will be July 20, 2021**