

**Balboa Tennis Club Board of Directors Meeting Minutes  
October 18, 2022**

**Meeting called to order at 6:40 p.m. by President Gary Smith**

**Attendees: Gary Smith, M.A. Hillier, Michelle Ford, Mario Suarez and Colleen Clery Ferrell.**

**Minutes Approval: The Board Meeting Minutes from 9/20/22 were approved. A motion to approve the Sept. Minutes and board meeting absences was made by Mario and seconded by M.A. MMSC**

**Guest Presentations - none**

**President's Comments (Gary Smith) He commented that BTC continues to be "steady" as can be.**

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

- **Clubhouse Furniture Research - Larry Belinsky and family have offered to help finance the additional cost of new clubhouse furniture over the \$5,000 donated by M.A. Hillier. Colleen emailed the most recent suggestions from the sales person at Casual Dining and Bar Stools, which Larry suggested. Further research is needed.**
- **Prestigious Harper Ink Tournament at BTC - March 5 & 6, 2022 Barnes Tennis Center is requesting additional courts to help field this huge tournament. A motion was made to approve 14 courts for tournament usage at BTC by Michelle and seconded by Mario. MMSC**
- **Benches in Front of Reservations - Homeless man sleeping there every night and urinating in adjacent bushes causing foul odor during the day. Colleen ordered arm rests for the benches to deter the man from sleeping there. Michelle suggested pouring ammonia under the benches before leaving at night to deter the man from sleeping there. Colleen will check cameras at night to see if any of these deterrents worked.**

- **Daily Log Notes/Membership Totals/Waiting List/Court usage - Membership is at 1588 with a wait list of 300. Overall court usage rate for the month of September is 69%.**

### **Committee Reports**

- **Budget and Finance (Colleen)**

1. **There is \$205,402 in the bank at the end of September 2022, with \$100,000 set aside for reserves. On the income side, court rental was down in September with the SDDTA tournament being held at Barnes this year. Membership was up \$4,200 which helped the overall numbers for income to finish with a surplus of \$2,200. Not much change on the expense side other than the continual rise of the SDG&E bill with constant cost of living increases. The overall net income increase over 2021 was \$11,000. Year to Date (YTD) Daily Permits are high due to the membership wait list (\$5,000+). This is the only option until these people are given the opportunity to join as members. Memberships remain high at \$290,000. On the expense side, more nets, screens and dividers were purchased this year. Court cleaning also accounted for the uptick in Janitorial Services. Payroll expenses are \$10,000 over 2021 which came from payroll increases. Overall, the Club net income for YTD is \$7,000 up for the year. The final report from the Club CPA is a Profit and Loss by Class which breaks down all finances into buckets of Administration, Facilities, Tournaments and Special Projects for additional clarity of Club Finances. Board Treasurer Michelle Ford approved the financial analysis for September 2022 and YTD.**
2. **Membership Increase for 2023 - Board agreed to wait until November meeting for discussion and vote.**
3. **Minimum wage increase for 2023 - This will affect BTC Employees as the minimum wage increases from \$15.00 to \$16.30.**
4. **Check Fraud Resolved - Fraudulent check in the amount of \$500 replaced by Wells Fargo the following week after reported.**

### **Facilities**

- **Complete Stadium Cleaning for \$1500** - Motion made by Mario and seconded by M.A. MMSC
- **Constitution and Bylaws** - none
- **Employment and Personnel** - Follow up requested with Jay Torrence regarding unreturned keys to BTC. \$200 gift card approved for Dianne St. John as HR consultant representing BTC in the Workman's Comp claim case.
- **Ethics** - none

### **Contract and Lease**

- **Cafe** - New signage and flags for Route 6 Cafe have been installed at the Cafe.
- **HJKventures** - Financials for the year will be presented at the November meeting. Mario requests a detailed general ledger be released to the Board one week prior to the meeting for analysis.

### **Other**

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

### **Unfinished Business**

- **Swing Vision brackets and instruction panels on courts** - Installation will take place Nov. 2 at 6:00 a.m.
- **Paving Project** - No response from former BTC President Janene Christopher regarding the release of names on the entrance gates at BTC.

### **New Business**

- **Court Reservations for Flex Leagues** - Moving forward for Flex League matches at BTC, they should be arranged by the players during non-prime time.
- **Landscape Needs at BTC** - The City is no longer cutting the palms or overgrown bush areas around the Club. These areas need to be kept clean to avoid homeless encampments from

**settling in these shaded areas. The Club Janitorial Service/Landscaper has offered to do the work at the price of \$1,500. Mario will send photos to his contact for an additional bid.**

- **Wheelchair Tennis Courts on Weekend Afternoons and Evenings - Approved. M.A. mentioned that she is looking for a date in 2023 to get the raffle for Ivan Smith started as she needs a window of time to sell the raffle tickets.**

**Adjournment - 7:56 p.m. Next Meeting is November 22, 2022**