

# Rancho Santa Teresa Swim and Racquet Club Board of Directors Meeting – MINUTES

January 8, 2007

Board Members Present: Cassy Garcia (President), Denise Sanchez (Secretary), Vic Haddad (Treasurer), Rick Peterson, Kerry Burnham, & Russ Serenka

Board Members Absent: Lance Henderson

Office Staff Present: Doug Lowe (Club Manager), Julie Capote (Office Coordinator)

Office Staff Absent: None

Members Present: Helen Serenka

## 1. CALL TO ORDER

Meeting was called to order at 7:00 by secretary Denise Sanchez.

## 2. APPROVAL OF BOARD MINUTES (Dated December 11, 2006)

The Minutes are reviewed. Minor corrections are made. Rick makes motion to accept the Minutes as corrected; Kerry seconds the motion. All are in favor. Minutes are accepted as corrected.

## 3. TOWN HALL INPUT AND DISCUSSIONS

- None

## 4. STAFF REPORT/ACTION ITEMS

### Julie Capote (Office Coordinator)

- Discussed Office Coordinator Report.

### Doug Lowe (Club Manager)

- Discussed Club Manager Report
- Vic wants more detail to report, wants to know what main to do items are on his to do list for the next month. He will work with Cassy to come up with clear guidelines for Cassy to present to Doug.

## 5. BOARD OF DIRECTORS REPORTS

### Cassy Garcia (President)

- Christmas party was successful. Thank you to those Board members who showed up.
- Christmas lights judging. A \$50 movie certificate will be given to the winners on 6408 San Anselmo.
- New Year's Eve Party was cancelled due to lack of sign ups.
- Due to late newsletter distribution, we will postpone late payment fee until January 24.

### Vic Haddad (Treasurer)

- Discussed Treasurer Report
  - Denise questioned why Hall Rental Expense was so much higher than expected while Hall Rental Income was not. She felt the two should match. Vic responded that we basically increased Rental Deposit on 3/27/06 that was not reflected in the plan but need to run QuickBooks reports to better understand the dynamics of this.
  - Rick asks if there are funds available to purchase lights for the poolside restrooms. Vic says there is.
  - Kerry questioned the way we report rental deposits on our reports since they are not really income or expense. Vic responded that we have utilized this method in the past years and our CPA makes the

adjustments in his annual financial review. Kerry will help us structure this differently in QuickBooks to modify reporting of these transactions in 2007.

**Denise Sanchez (Secretary)**

- Repaired telephone line in Club office.
- Denise opened a discussion regarding the way we handle Rental deposits for Members. It was decided that we would not change the way we are currently doing things.

**Rick Peterson**

- Installation of pool heater is rescheduled to begin this Friday, January 12. The job should be completed by January 19. Pump room needs to be cleaned up to remove obstacles before work begins. This might necessitate shutting down the adult pool since the adult pool heater might need to be removed.
- Rick and Lance assembled and installed two storage units in the Women's restroom. Installation of the locks is still pending.
- Next project will be installing a storage unit for the pool chemicals.
- At the end of January, Rick will be following up with Steve from the Air Conditioning to verify all is ready to install the air conditioning. (Air Conditioning installation scheduled for February 19-23.)
- Rick requests Doug purchase rolls of plastic sheeting to protect flooring for painting the new air conditioning vents.
- Vic asks Rick to put together an estimated schedule for the Trower items.

**Kerry Burnham**

- Playground: Plans to have something to vote on by the next Board meeting.

**Russ Serenka**

- Proposes that we have a social function preceding the Spring Membership Meeting.

**6. OLD BUSINESS**

- Action Items – Lance will be asked to give Julie a copy of the list for distribution of Board meeting packet the Friday before the Board meeting.
- Email communications/website – Denise is trying to set up a meeting with Martin for training purposes.
- A/C Project scheduled Feb 19-23
- Heater install scheduled for mid January
- Playground bids – Kerry plans to have them by the February Board meeting.

**7. NEW BUSINESS**

- Approval for Chuck to anchor light domes. Rick makes motion that we authorize Chuck to make and install anchors for the dome lights at a maximum of 25 hours. Kerry seconds the motion.
- Pool Replaster update – all bids should be in by January 19.
- Hiring summer staff – need to be added to the February Newsletter. Rick, Sarah, and Denise will be on the committee.
- Spring Meeting – Potluck at 6pm, meeting at 7pm, Sunday, March 25

**8. ADJOURNMENT**

Denise makes motion to adjourn. Rick seconds the motion. All Board Members are in favor. The Board meeting is adjourned at 9:03 PM. The next Board meeting will be held On Monday, February 12<sup>th</sup>, 2007.

Respectfully submitted

Approved February 12, 2007

Denise Sanchez  
Secretary, Board of Directors