

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

May 21, 2007

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

Board Members Absent: Vic Haddad (Treasurer)

Office Staff Present: Doug Lowe (Club Manager), Julie Capote (Office Coordinator)
Sarah Borg (Activities Supervisor)

Office Staff Absent: Sarah Borg, Doug Lowe

Members Present: Helen Serenka, Janet & John Dektar

1. CALL TO ORDER

Meeting was called to order at 7:11 by president Cassy Garcia.

2. APPROVAL OF BOARD MINUTES (Dated April 16, 2007)

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

- John Dektar, representing Boy Scout Troop 227, requests the use of the pool again this year on Thursday nights after the pool closes from the end of June thru the middle of August for training purposes. As in prior years, the Boy Scouts will pay for the needed lifeguard(s) and help cover the pool at the end of their training sessions.

4. STAFF REPORT/ACTION ITEMS

Julie Capote (Office Coordinator)

- Discussed Office Coordinator Report.
- The Club Office computer is still out for repair. They are in need of the System Disks. We have made a set of System Disks from Doug's computer, which has the identical configuration as Julie's and will send those in.
- Rick comments that it is good to see that hall rental requests have increased over last year, which was slow due to kitchen repairs.
- Julie recommends we purchase second hard drives for each computer to mirror the primary hard drive on the other computer for backup purposes. A discussion ensues comparing that to purchasing an external hard drive.

Doug Lowe (Club Manager)

- Discussed Club Manager Report
- Denise makes the motion to go with the Therma drinking fountain bid. Russ seconds the motion. The motion is passed.
- Rick makes motion to authorize Doug to purchase a sump pump to drain pools. Lance seconds the motion. The motion is passed.

Sarah Borg (Activities Supervisor)

- Discussed Activities Supervisor Report submitted before the meeting.
- First session swim lessons are down from last year, but the second and third sessions are already more full than last year.

5. BOARD OF DIRECTORS REPORTS

Cassy Garcia (President)

- Nothing new to report

Vic Haddad (Treasurer)

- Absent

Denise Sanchez (Secretary)

- Worked on Photo ID System, but would like to update the hyperlinks to have photos in subfolders by street name to make updating easier.
- Helped with broken computer and getting Julie set up on a temporary computer

Lance Henderson

- CCOI, the company who we are going through to replace the iron entrance gates, has not scheduled the date to do the work yet.
- Lance has been working on email distribution list. We now have over 100 email addresses.

Rick Peterson

- Re-plaster of adult pool and spa is completed.
- Ivy removal has begun.
- One fence bid has come in. One more is being scheduled.
- Lounge carpet will be by next Tuesday. The rubber border does not need to be replaced this time.
- Two bids for electrical updates in the Club Office building. The first bid was \$12,000 the second (Joe Brazil) was \$6,900. The second bid does not include a new box, but adds a secondary line and sub panel. This bid also includes adding a light and an outlet to the tool shed. This bid does not include the air conditioning unit or installation. One other bid is scheduled for Thursday, but several others have scheduled bids without showing up. Russ questions whether or not a permit is needed. Denise makes a motion to conditionally accept Joe Brazil's bid to upgrade the Club Office Building's electrical adding a sub panel and putting a light and outlet in the Club Tool Shed on the condition that the bid that is due Thursday comes in at or higher than \$6,900 for the same work as long as installing the subpanel doesn't need a permit or one is obtained (at an additional cost). Lance seconds the motion. The motion is passed. Rick will talk to Joe Brazil to verify whether or not a permit is required.

Kerry Burnham

- The playground is completed. The kids who have used it so far give rave reviews.

Russ Serenka

- Russ questions our practice of doing business via email. He questions whether or not we need to have unanimous agreement for business done via email. Discussion ensues. Russ cites California Corporate Law 7211b applicable to Board of Directors of non-profit mutual benefit corporations. Denise points out these rules were written before email was used. The rest of the Board is not sure these rules apply to email business. When meeting in person, only four votes are required to pass a motion. Denise thinks the spirit of the rules are followed as long as a single thread is used for emails when a vote is taken. Cassy will do some further research on this.

6. OLD BUSINESS

- Action Items reviewed. (Lance has been keeping track of action items and distributing the list before Board meetings.)
- Email communications/website.
 - Lance has been working on compiling the email distribution list.
 - Terri Jacopi has volunteered to be our new webmaster and work on updating the RSTS&RC website.
 - 4/30/07 – 5/2/07: approval of purchase for a new pool vacuum; Doug asks for purchase, Rick investigates with Doug and agrees. Purchase approved by Rick, Denise, Russ, Lance and Kerry.

7. NEW BUSINESS

- Board Picture will be scheduled when Vic returns.
- New tree between parking areas: No decision was made as to which type of tree to plant to replace tree that was removed.
- Foreclosures:
 - 323 El Molino Way – Rick makes the motion that 323 El Molino is taken to the next step in collections, foreclosure. Lance seconds the motion. The motion is passed.
 - 6393 Nueva Drive – Rick makes the motion that 6393 Nueva Drive is taken to the next step in collections, foreclosure. Lance seconds the motion. The motion is passed
- Kerry brings up that \$100 limit before Board approval is too low. Kerry recommends that between \$100 and \$250 require only the president's or treasurer's approval and over \$250 require Board approval. Out of deference to Vic, this will be brought up at the next meeting when he is in attendance.
- Kerry questions why we have a pool table that is not in use. Denise makes the motion that we staff the recreation room with an additional office aid so that the pool table can be used and we purchase a weather resistant ping pong table not to exceed \$500 plus tax. Kerry seconds the motion. Motion is passed.
- **EMAIL BUSINESS**
 - Emails sent May 7 – 14 regarding a bid for CCOI to replace the entry gates to the Club. (The handle broke and further investigation revealed the gates need to be replaced.) Lance made the motion that we accept the CCOI bid to replace the moving portions of the gates including new, heavy duty hinges, and a lever handle and make the gate open outward with a panic bar installed inside the gate. Kerry seconds the motion. The motion passes by majority vote. (At the meeting after the fact, Russ objects to the email process to make votes by majority instead of unanimous. We will look into the email process, which is only used when time is of the essence.)

8. ADJOURNMENT

Rick makes motion to adjourn. Kerry seconds the motion. All Board Members are in favor. The Board meeting is adjourned at 9:32 PM. The next Board meeting will be held On Monday, June 18th, 2007.

Respectfully submitted

Approved June 18, 2007

Denise Sanchez
Secretary, Board of Directors