

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

December 17, 2007

Board Members Present: Kerry Burnham (President), Cynthia Neuendorffer (Secretary), Vic Haddad (Treasurer), Rick Peterson, Millie Coleman, Lance Henderson

Board Members Absent: Denise Sanchez

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

Office Staff Absent: Sarah Borg (Activities Supervisor)

Members Present: Michael Coleman, Jae Cecilio

1. CALL TO ORDER

Meeting was called to order at 7:00 by president Kerry Burnham.

2. APPROVAL OF BOARD MINUTES (Dated November 19, 2007)

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

3. TOWN HALL INPUT AND DISCUSSIONS

- Jae Cecilio asks for meeting space for brownie troop of 14 girls twice a month. About a third are club members.

4. STAFF REPORT/ACTION ITEMS

Doug Lowe (Club Manager)

- Discussed Club Manager Report
- Spectrum products received templates and submitted quote for new pool and spa covers. We may need a new reel for adult pool as new covers will be heavier than current bubble wrap covers.
- Procedure for all/lounge thermostat control is discussed. Julie will explore getting pager or cell phone for board/staff shared responsibility to ensure climate control at functions.

Julie Capote (Office Coordinator)

- Discussed Office Coordinator Report.
- December newsletter will be completed 12/18 in order to go to printer this year rather than delayed to early January.
- US Security failed to show at recent rented hall function.

Sarah Borg (Activities Supervisor)

- Absent

5. BOARD OF DIRECTORS REPORTS

Kerry Burnham (President)

- Judy is heading up a potluck family NYEve party with a DJ. 9PM to 12:30AM.
- Jennifer Ozello will start a RST book club in January meeting on the 3rd Tuesday of each month.

Cynthia Neuendorffer (Secretary)

- Christmas party was a success for those who attended!

Vic Haddad (Treasurer)

- Liquid assests at \$135K

Rick Peterson

- Dutch door between kitchen/hall was adjusted so it works again. Rick suggests we may need to replace with a piano hinge for longer life.
- Building the new retaining wall by tennis courts is on hold awaiting some weather to soften ground.
- An estimate is being sought for the proposed built-in BBQs adjacent to the pool deck.
- Rick presents the two final windows bids for replacing all windows and doors (except main hall entry and office door). Both vendors offered bids below budget target. We are targeting work start for late February so job will be complete by swim season open.
- Rick will seek bids for exterior painting to commence following window replacement.

Millie Coleman

- Olan Mills directory is in progress. Millie is working with Kerry to complete.
- A new club calendar system that can be accessed via the web is ready to test. Millie will forward to board and staff members.
- Millie will implement a new email newsletter system (Constant Contact) that can track member views so we can gather more data about member interest in news/activities.
- Has leads on instructors for dance and fitness classes. Board discusses offering introductory rates to classes to help generate interest in attending.
- "Wanted" poster in December newsletter resulted in one member calling who is interested in hosting Bunko. (Kerry and Cynthia also had neighbors approach directly about book club and craft fair)

Lance Henderson

- Changed codes on pool house locker room doors and gave instructions to Doug for future use.

Denise Sanchez

- absent

6. BUSINESS BY EMAIL

- The motion to accept the bid from Edward Riback, CPA, to perform the 2007 financial review of our books for \$2,850 was made by Vic and seconded by Millie. After discussion, all voted in favor. So the motion passed on 12/7/07.

7. OLD BUSINESS

- Discussed holiday lights contest of prior years. Decided to stop "contest" and simply thank residents for holiday spirit. Lance will post some pictures on web.
- Staff member reviews will be discussed in January. Cassy should be present.

8. NEW BUSINESS

- The motion to accept Specturm products adult pool and spa covers bid at \$918.72 plus freight was made by Rick and seconded by Lance. All voted in favor. The motion passed.
- Use of facilities by Jae Cecilio's brownie troop was discussed. Board needs to plan 2008 calendar before new scouting troops can be considered so decision was delayed to January.
- The motion to accept the bid from Santa Teresa Glass for replacing windows and doors in both club buildings at \$44,570.00 with a 10% allowance (\$4,457.00) for cover unexpected costs was made by Lance and seconded by Millie. Four voted in favor; Rick abstained. The motion passed.

9. ADJOURNMENT

Rick makes motion to adjourn. Lance seconds the motion. All Board Members are in favor. The Board meeting is adjourned at 9:37 PM. The next Board meeting will be held on Monday, January 21st, 2008.

Respectfully submitted

Approved _____, 2007

Cynthia Neuendorffer
Secretary, Board of Directors