

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

January 21, 2008

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

Board Members Absent: None

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

Office Staff Absent: Activities Supervisor

Members Present: Michael Coleman, Jae Cicilio, Maureen Connolly, Alicia Watanabe

1. CALL TO ORDER

Meeting was called to order at 7:02 by president Kerry Burnham.

2. APPROVAL OF BOARD MINUTES (Dated December 17, 2007)

The Minutes are reviewed. Rick makes motion to accept the Minutes as corrected; Vic seconds the motion. All are in favor. Minutes are accepted.

3. TOWN HALL INPUT AND DISCUSSIONS

- Brownie troop 60918 reminds Board of interest in holding scout meetings at club. Troop understands need to be flexible regarding meeting space use when other club functions conflict.

4. STAFF REPORT/ACTION ITEMS

Doug Lowe (Club Manager)

- Discussed Club Manager Report

Julie Capote (Office Coordinator)

- Discussed Office Coordinator Report.
- Will place job notice for Activities coordinator, Life guards, and office staff in February newsletter.

Activities Supervisor

- To be hired!

5. BOARD OF DIRECTORS REPORTS

Kerry Burnham (President)

- NYEve party had good attendance. A range of ages brought in the new year together.
- Raised concern about club email list being used for neighborhood crime reports. Lance reports strong majority of club members have applauded his messages.

Vic Haddad (Treasurer)

- 2007 replacement costs exceeded plan
- Trower report complete
- CPA review in progress
- 2008 operating plan prepared

Cynthia Neuendorffer (Secretary)

- Ordered clearance crafts for 2008 Halloween and Christmas parties

Denise Sanchez

- none

Rick Peterson

- Window/door replacement on schedule for February 18.
- Painting to be scheduled following window replacement, bids sought. Based in bids, we will decide if trim painting will be completed at same time as building paint.
- Built in BBQs are progressing. Rick will supervise brick/stone work.
- Tennis court retaining wall work planned for January 23, weather permitting.

Lance Henderson

- Possible club beeper/cell phone plans investigated.

Millie Coleman

- Club calendar is now online!
- Home improvement fair being planned for April 12. Planning for a mix of DIY demonstrations as well as contractors/vendors shopping services/wares.

6. BUSINESS BY EMAIL

- None

7. OLD BUSINESS

- Book club held first meeting, *Passage to India* is first book. Meets third Tuesday of the month.

8. NEW BUSINESS

- Discuss Board member dues discount; board will follow bylaws.
- Review 2008 club calendar
 - Discussed pool opening dates. Need to hire activities coordinator and other staff to ensure coverage.
- Easter hunt – need coordinator!
- The motion to purchase 3 built-in BBQs not to exceed \$6,000 for pool deck use was made by Denise and seconded by Lance. The motion passed. Discounted units will be sought at the Santa Clara Home and Garden show.
- The motion to Winchester shed for chemical storage from Lowes at sale price of \$678 plus shipping was made by Rick and seconded by Denise. The motion passed.
- The motion to have olives trees trimmed this winter was made by Denise and seconded by Lance. The motion passed.
- The motion to accept the 2008 Operating Plan (see attached) as presented by Vic was made by Rick and seconded by Lance. The motion passed.
- Staff reviews and raises were discussed.
 - The motion to raise the Office Coordinator pay rate by \$1/hour was made by Rick and seconded by Denise. The motion passed.
 - The motion to raise the Club Manager salary by \$50/pay period was made by Cynthia and seconded by Lance. The motion passed.
 - Effective dates will be confirmed after reviewing salary raise histories.

9. ADJOURNMENT

Vic makes motion to adjourn. Rick seconds the motion. All Board Members are in favor. The Board meeting is adjourned at 11:18 PM. The next Board meeting will be held on Monday, February 18th, 2007.

Respectfully submitted

Approved _____, 2008

Cynthia Neuendorffer
Secretary, Board of Directors