

Rancho Santa Teresa Swim & Racquet Club 286

Sorrento Way, San Jose, CA 95119

Phone (408) 227-5758 * Fax (408) 225-6325



September 2017 Minutes
Rancho Santa Teresa Swim and Racquet Club
Board of Directors Meeting
Monday September 18, 2017

Board Members Present: Norm Collier (Acting President), Christine Francis (Secretary), Vic Haddad (Treasurer), John O'Byrne, Lars Samson, and Jack Winchester

Board Members Absent: Dirk Seidel

Staff present: Alana Martinez, Luke Brown

Call to order: Norm calls the meeting to order at 7:00 pm

Review August board meeting minutes.

Motion: Norm moves to approve August minutes, Jack seconds. Passed by majority.

Staff Report:

Luke Brown, Facilities Manager gives his report. This weekend went well managing the staff. Saturday was very busy with three pool parties. Sunday was very slow. Luke runs through his report detailing the past month. He is still working on fixing the outlets in the hall. This week he is concentrating on the sink in the boy's bathroom. He is waiting on the delivery of the new sink. Someone pulled our sink off the wall, but he has a cast iron sink on the way that will be really hard to pull off the wall. The end of season closing of the pool is outlined. Luke will be storing chairs and lounges for the winter. Luke will ask the staff to winterize the facility next weekend and he will supervise.

Luke leaves the meeting.

Alana presents her report, she has been finishing up for the fall election. She is looking for more votes to be turned in to make up our required quorum. We are at the lowest past due amount we have ever been in her employee as a total of \$10219 past due. A particular house that is over a year past due has been foreclosed, flipped, and purchased within 4 months and we may not see the fees for the past due on this house. Discussion follows.

Motion: Norm makes a motion to waive the \$405 dues for the past due from 2Q16, 2Q16, 4Q16, 1Q17, 2Q17 to May 12, 2017 on the 6393 Nueva house. Lars seconds. Passed by majority.

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Norm talks about the Fall election meeting and the possibility of having four board members here as early as 6:00pm on the 24th to establish a quorum to begin receiving same day ballots. It is agreed there will be an email blast sent out to tell people polls open at 6:00.

Directors Reports:

Dirk: Not Present

Treasurer's Report: Vic starts with the Balance Sheet, P&L Summary.

John: Nothing

Norm: Nothing

Christine: Nothing

Lars: Nothing

Jack: Nothing

Open/Old business:

Oktoberfest Planning: Lars has a count of 49 people, but Alana has payments for 34 people. Alana will be paying the caterer and dj this week. Lars and Dirk are taking over where Sedi and Monique would have been serving this year.

Alana and Luke leave the meeting and board members remain to discuss 2018 budget.

New Business:

Budget Discussion: 2017 payroll is reviewed, and 2018 payroll is discussed. It is agreed that the employee's hourly pay rate will be the same rate they are paid for teaching swim lessons in 2018. The budget is discussed line by line.

Motion: Norm makes a motion that we approve the adjusted budget for 2018. Lars seconds. Passed unanimously.

Meeting adjourned 9:30 pm

The next regular Board Meeting will be Monday, October 16, 2017. The Fall Election meeting will be Sunday, September 24th at 7:00 pm.

Respectfully Submitted By: Christine Francis, Board Secretary.