

# Rancho Santa Teresa Swim & Racquet Club 286

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May 2016 Minutes  
Rancho Santa Teresa Swim and Racquet Club  
Board of Directors Meeting  
Monday, May 23, 2016

Board Members Present: Norm Collier, Vic Haddad (Treasurer), Christine Francis (Secretary), Bill King, Lars Samson, and Jack Winchester

Board Members Absent: Dirk Seidel

Staff present: Alana Martinez, Jessica Silva, and Jerry Bozzo

Guests Present: Calvin Martinez, Eagle Scout Project

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

Review April board meeting minutes.

*Motion: Vic moves to approve April minutes, Lars seconds. Passed unanimously.*

## **Town Hall:**

Calvin Martinez presents his update for his Eagle Scout proposal including his project description, and a detailed layout of the proposed location for the new sign. Calvin invites questions and discussion follows. Calvin will work with the board on the exact places to dig, and where to place the new signboard. It is agreed that the Board approves Calvin's plan and will sign off for his project. Calvin will return with a more thorough sign design.

## **Staff Report:**

Jerry gives his Club Manager report, he catches the board up on the meeting he had recently with Norm. Jerry will stay until this September. The tennis courts screen is a few inches short, and sand is coming in from under the screen. 2 x 12 boards on the bottom of the screens will fix the sand on the courts problem. There are a few things around here he will work on fixing in the next few weeks. After Jerry gives his report, he has to leave.

Alana presents her report; our rentals are picking up now that school is ending and the inside of the clubhouse looks so nice. Alana will be taking off time this summer, and Amy will be covering for her. They have already coordinated the dates together. Office hours will change

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when we get on the summer schedule to 9-1pm. There are currently 15 members delinquent over \$360.00 with a combined total of \$11,292.00.

Jessica Silva gives her report, starting with Memorial Day plans for the Boy Scouts helping out in the kitchen. May 29<sup>th</sup> is a staff in service day; Jessica will review the Emergency Action Plan, emergency reports, etc. She will also have employees clean up the facility in order to prepare for Memorial Day. Jessica goes over Sedi Raiyawa's update regarding swim lessons. After Memorial Day, we will be open 3:30-7pm.

### **Directors Reports:**

Norm: Memorial Day planning May 29<sup>th</sup>, the staff will learn the kitchen plan and will learn how to cut the meat for Memorial Day. Chris Seipert will help; as well at the Board crew will take shifts to cover the cooking throughout the day. The new CPA, Chris, will be here tomorrow to meet with Daniel and start working for us.

Treasurer's Report: Vic presents the Balance Sheet then the year to date P&L Summary. The big expenses from last month have been paid.

*Motion: Vic makes a motion to move \$48,678 from Checking to Savings. Christine seconds. Passed by majority.*

Vic presents his study on RSTSRC water consumption trends. Water use has been cut back substantially, but the balance paid is pretty much unchanged. The cost of water has gone up.

Bill: Town Hall for the candidates would be better for the fall election. Bill is still on track to get the two candidates together at the club.

Christine: Nothing

Jack: Nothing

Lars: Nothing

### **New Business:**

Changes to the Hall and Lounge rental agreements are reviewed.

Oktoberfest is still in the early planning stages in the committee. Lars updates the board on what they have been discussing. Entertainment wise, bands are already booked for the date all over the area, so Dirk is looking into DJ options. The committee is looking for the right caterers to attend to our food needs. There are multiple drink options: 1. Full open bar and caterer acts as bartender, 2. Drink tickets, 3. Pre-purchase beer and wine and the caterer will be the bartender, 4. Not even do the drinks and have people bring their own. The most cost effective option is to buy drinks from Costco beforehand. Presale only for tickets seems to be the best option. Lars plans on selling tickets on Labor Day, and other pre arranged times.

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Alana can sell the tickets in the office. Advertising will start July 4<sup>th</sup>, giving people a heads up about what to expect.

Additional changes to Hall/Lounge rental agreements, Alana will change the wording on rentals to painters tape as well as tell renters to not use duct tape on the trophy case when renting the lounge or hall.

Tennis Court Fees, Alana found a contract from 2009. Our tennis agreement is out of date and it's time to update our agreement. In the interest of tax filing, we need to know a head count of which tennis players are members vs. non-members. The cost of refurbishing the courts is looked at as well as other operating costs. Norm will have a look at the contracts on file. Board members present and Jessica will have a look at the tennis courts when they are here to see what's going on down there during the day and evenings.

Meeting adjourns at 8:40 pm

Executive Session Follows

The next board meeting is 7:00 PM on Monday, June 20<sup>th</sup>, July 18, August 22<sup>nd</sup>.

**Respectfully Submitted By: Christine Francis, Board Secretary.**

**Date:** \_\_\_\_\_