

Rancho Santa Teresa Swim & Racquet Club

286 Sorrento Way, San Jose, CA 95119
Phone (408) 227-5758 * Fax (408) 225-6325



Dirk Seidel (President)

Vic Haddad (Treasurer)

Arian Collen (Secretary)

Norm Collier

Michael Kirtland

John O'Byrne

Nick Toprani

Christine Francis (Outgoing Board)

Jack Winchester (Outgoing Board)

Board of Directors Meeting

Draft Minutes

October 15, 2018

Item Subject

1. **Call to Order**

Meeting called to order at 7:00 p.m.

2. **Approval of 10/8 and 10/14 Meeting Minutes**

Action: (7-0-0) Norm moved to approve the meeting minutes for the October 8, 2018 Board meeting. John seconded the motion. Approved by outgoing board.

Action: (7-0-0) Michael moved to approve the meeting minutes for the October 14, 2018 Fall Membership meeting. Vic seconded the motion. Approved by outgoing board.

Absent: No Board Members Absent

Document Filed: October 8, 2018 and October 14, 2018 minutes

3. **Town Hall**

Dirk discussed Associate Members vs. Guest Passes and noted the 2018 saw approximately \$52,000 in revenue generated from guest passes and non-member swim lessons. The 2019 budget contemplates reduced revenues to account for no guest passes while the board explores options for Associate Memberships.

The board discussed ongoing issues with the pool not being covered after Stingray swim practices and by members using the pool for lap swim.

4. **Election of Board President, Treasurer & Secretary**

A. Board of Directors - President

Action: (6-1-0) Vic nominated Dirk to be President, Norm was the no vote

B. Board of Directors - Treasurer

Action: (7-0-0) Vic volunteered to be Treasurer

C. Board of Directors – Secretary

Action: (7-0-0) Arian volunteered to be Secretary

5. Staff Reports

A. Office Coordinator Report

Office Coordinator Alana Martinez provided an update on various completed tasks, facility rentals, and status of delinquent dues totaling \$11,694.

Action: (7-0-0) Michael made a motion to send account # 4429-72 to collections for an outstanding dues amount of \$730. Nick seconded the motion.

B. Facilities Manager Report

In the absence of Facility Manager Luke Brown, Dirk provided an update on various recently completed projects and upcoming to-do list items. A discussion ensued, including the ongoing costs and maintenance associated with keeping the morning and evening lap swim open, and options and impacts to closing the morning lap swim for the winter.

Action: (7-0-0) Michael made a motion to close the morning lap swim effective November 1, 2018. Dirk seconded the motion.

C. Presidents Report

Dirk provided an update on the status of the key fob access rollout to the members. A discussion ensued on the work needed to complete the project and timelines.

Dirk also highlighted the board has an attorney under contract to review the bylaws and will be making recommendations to update the bylaws with current best practices to protect the club and members.

D. Treasury Report

Board Treasurer Vic Haddad provided an update and overview on the following items:

- Balance Sheet
- Monthly Profit & Loss Summary
- Monthly Profit & Loss Detail
- Reserves & Replacement Summary

A discussion ensued on the various reports, and included a review of club staff salaries.

Action: (7-0-0) John made a motion to approve the staff salaries and benefits for 2018-2019. Norm seconded the motion.

The board reviewed the work and budget for the architectural review provided by Ed Janke which was previously budgeted at \$5,875 and has increased to \$8,135.55, over budget by \$2,260.55.

Action: (5-0-2) Vic made a motion to approve the additional budget to close out the project. Norm seconded the motion.

6. Open Forum

- John requested that the old and non-functioning vending machine be removed from the pool deck area ASAP.
- Michael questioned the need for security when a board member is renting the Hall for an event. As the board members have a fiduciary responsibility to the club and its security, he contended the added oversight and cost was unnecessary. A discussion ensued.

Action: (7-0-0) Michael made a motion to amend the Hall rental rules that when a board members is renting the Hall there would be no need for security. Arian seconded the motion.

- Nick noted that the lost and found area needed to be cleaned out more regularly and the wooden box should be replaced.
- Arian noted the board should prioritize the review of the bylaws and the rollout of the fob access system.

7. Future Meeting & Agenda Items

The next board meeting is scheduled for November 29, 2018 at 7pm.

Meeting was adjourned at 10:10 pm