

# Rancho Santa Teresa Swim & Racquet Club 286

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April 2016 Minutes  
Rancho Santa Teresa Swim and Racquet Club  
Board of Directors Meeting  
Monday, April 18, 2016

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

Board Members Absent: Jack Winchester

Staff present: Alana Martinez

Guests Present: None

Call to order: Norm calls the meeting to order at 7:01 pm

Review March board meeting minutes.

*Motion: Lars moves to approve March minutes, Dirk seconds. Passed unanimously.*

Christine and Norm give the Board a tour to show off the new paint and decorations.

Staff Report:

Alana presents her report; we are up to 69 guest passes so far. The next rental is May 1<sup>st</sup>, and the renter will be by tomorrow to see the changes around the lounge. Alana says there are about 160 people who owe money right now. She is wondering if mailing a statement to the past dues is a better idea than having a delivery kid drop off the statements on the porch. Jessica wants Alana to ask if we are going to have the pool open on Fridays in May? The matter is discussed. The weather should be nice this year, so the deep end and lane five will be open 3:30-7:00 pm on Fridays in May. There will be two lifeguards working, one in the office checking in people, and one lifeguarding, rotating shifts. If there is more staff than people swimming, free swim will close for the day.

Our CPA resigned, and Bill is in the process of finding replacement options. It may be time for an audit; Bill strongly suggests we have a review. Bill recommends we hire a low cost accounting service to handle our needs, and a small CPA firm for the audit. We need to find the right person who can do our tax return, and payroll for us. A CPA would be ideal for our tax needs. A large company could use Paychex online, after the hours are manually entered.

May 29, 2016

There are a few different ways to do it. We will try to find someone to replace Daniel first, Bill will do payroll in the interim while we search.

Directors Reports:

Treasurer's Report: Vic presents the balance sheet, and the year to date P&L Summary. Spring swim lessons brought in approximately \$2500.00. Vic will look into how much the lessons cost in instructor payroll. The 2017 Trower report is examined. Tennis Courts refurbishing is due in 2017, and it is possible to push that back at least a year. All three pools are due for replastering in 2017. Rich Young will be asked to give us an assessment on our pool status, to see how urgent the replaster job is.

Bill: Nothing

Christine: The decorating is just about finished, the Rec Room needs some finishing touches, and then we should be all done.

Dirk: Nothing

Lars: Nothing

New Business:

Memorial Day planning, are we doing food tickets again this year? We will do the same as last year. The deadline will be Friday the 13<sup>th</sup> for RSVP's.

Changes to the Hall and Lounge rental agreements are gone over.

California minimum wage impact is discussed. We could be affected if we employ more than 25 people.

We have two laptops, the one Alana usually has for the Board Meetings is dead, it will not boot up. The laptop used to check in people is not working well either, it is on its way out. Dirk will have a look at the laptops to see if there is anything he can fix.

*Motion: Dirk makes a motion that if he can't get the laptop working in the next week, we will buy another laptop and mouse for under \$700.00. Lars seconds. Passed by majority.*

Meeting adjourns at 9:02 pm

The next board meeting is 7:00 PM on Monday, May 23<sup>rd</sup>, then June 20<sup>th</sup>.

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

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