

# Rancho Santa Teresa Swim & Racquet Club 286

Sorrento Way, San Jose, CA 95119

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



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July 2017 Minutes Draft  
Rancho Santa Teresa Swim and Racquet Club  
Board of Directors Meeting  
Wednesday July 18, 2017

Board Members Present: Dirk Seidel (President), Christine Francis (Secretary), Vic Haddad (Treasurer), Norm Collier, and Jack Winchester

Board Members Absent: Lars Samson, John O'Byrne

Staff present: Amy Razcowzski, Luke Brown, Sedi Raiyawa, and Monique Murray

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

Review June board meeting minutes.

*Motion: Vic moves to approve June minutes as amended, Christine seconds. Passed by majority.*

## **Staff Report:**

Luke Brown, Facilities Manager gives his report. He and Dirk are working on his running to do list, he will keep that going and encourages us to add to that list. He fixed a globe light by the basketball court, he has another one to fix, and is looking for replacement parts. Norm will work with him finding a source to find a replacement transformer. We have used up all the replacement parts from the sheds, Amy told him she will look through paperwork to find our source. He chained the new ice scooper to the icemaker so it doesn't get lost or fall on the ground again. He is watching the plants back by the fire pit that was planted by the Boy Scouts, and is making sure they get watered. He installed slide locks on the door from the hallway to the game room to secure the area; he has all three air conditioners working after replacing the Freon in all three units. He has replaced the burners on the two right lower BBQ's. He is working on securing the umbrella holder on the lifeguard stand. He has installed all five cameras, they are up and working and recording. If something happens and we need to review anything, we can do that now.

Amy Razcowzski, Office Coordinator, presents her report. She is filling in for Alana while she is on vacation. She worked with our accountant this week to finish up tax information to turn in. She is working on the newsletter, and is expecting to finish it up after tonight's meeting. There are a lot of pool parties she is processing. She meets with Sedi and Monique regarding pool issues. Amy brings up a Hall rental problem she is having with this weekend's rental. The party was booked in February for a Quincinera, and now the family is having family problems, and Amy is caught in the middle. Discussion follows. She reviews the delinquent members, the combined total past due is \$6908 plus late fees.

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Sedi Raiyawa, Activity Director gives her report. July 4<sup>th</sup> went well, and so did the late night luau. The Sea Otter sound system worked very well for the luau. Oktoberfest: the caterer and band are booked. Tickets are now on sale in the front office. Same prices as last year \$25 for dinner only and \$40 for dinner and drinks. Sedi is preparing a list of lifeguards available for parents to call for that night. Tennis: 6 kids are signed up for lessons. She is having trouble scheduling instructors because swim lessons are at the same time, and we don't have anyone on staff that is very knowledgeable with tennis. Boys Night: water polo was the theme, the boys were taught the rules and then played a game. Parents and kids want another one. Parents Night Out: We have 2 kids signed up so far, so she has staff standing by in case more kids are signed up. Conflicts: Late night luaus go until 10:00 pm, but employees need to be 16 to work after 9:00 pm. Moving forward we will schedule 16 year olds for later nights. Members have complained about pop up tents already being set up when they arrive at 11:30 to set up their pop ups for special events. Discussion follows.

Monique, Swim Lesson Coordinator, presents her report. Swim instructors are being asked to arrive a bit earlier so they can uncover the pool now that Sea Otters is over. We have two new instructors that are adjusting very well. Monique has analyzed the swim lesson profit and costs and she shows profit is up 12.4% and staffing cost has gone down 12.2%. She has had zero complaints and has issued no refunds so far.

## Directors Reports:

Dirk: A member had an accident on the front steps while dropping off a check in the box at the front of the pool. A safety rail is discussed for the front of the club. Discussion follows.

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

John: Not present.

Norm: National Night Out has been approved by the City of San Jose

Christine: Nothing

Lars: Not Present

Jack: Nothing

## New Business:

National Night Out: Norm has been working on the National Night Out August 1<sup>st</sup>, 6:00-9:00 pm and the request for \$500 was approved by the City to support the event. It could be advertised as a BBQ or Potluck. He would like the club to supply rootbeer floats, hamburgers and hotdogs to the neighbors attending. The BBQ's need to be in good shape, and we will

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need staff to do the food assembly and serving. The event should be outside, so the pool hours will be extended.

Staff credit cards: Sedi does not have a way to buy party supplies because she does not have a credit card. There should be no sharing of credit cards moving forward. Discussion follows. Vic will go to the bank to discuss our options.

NorCal Tennis: Tom would like a shed he can store his equipment in. Discussion follows. The club will not contribute to a shed, but we can approve a place for him to put it.

Election Procedures: Edits to the Election and Ballot Counting & Reporting Procedures are discussed. This next fall meeting will be September 24<sup>th</sup>, the regular hours begin at 7, but they propose to begin at 5:00 giving the members more time to turn in ballots in person.

*Motion: Dirk makes a motion to approve the Election and Ballot Counting and Reporting Procedures recommended by Norm and Alana, to start the official board meeting at 5PM on the day of the Membership meeting to allow members to vote earlier.*

*Norm seconds. Passed by majority.*

Meeting adjourned 9:23 pm

The next Meeting will be Monday, August 21, 2017.

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