

Rancho Santa Teresa Swim & Racquet Club

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Terrie Jacopi (President)

Vic Haddad (Treasurer)
Michael Kirtland
Chris Seipert

Stacy Valenta (Secretary)
Arian Collen
Melvin Dahlgren

Board of Directors Meeting January 27, 2020

Item Subject

1. Call to Order

Meeting was called to order at 6:58 p.m.

2. Approval of Minutes

December 16, 2019 Board Meeting

Action: (6-0-1) Terrie moved to approve minutes for the December 16, 2019 Board meeting. Chris seconded the motion.

Absent: Arian was absent.

Document Filed: December 16, 2019 minutes

3. Guests

Dave Newkirk – K12 Energy Solar Presentation

Dave presented solar option for club. Board requested a buy out-right quote from K12 Energy.

Owner: Michael agreed to dig-up prior Board research on solar options.

4. Town Hall

Members Susan McDougall did not attend but the Board reviewed her request.

Action: (7-0-0) Terrie moved to approve retaining \$85 cleaning deposit for Susan's group to be used if the clubhouse isn't cleaned appropriately after a meeting. Mel seconded the motion.

5. Staff Reports

A. Facilities Manager Report

Facility Manager Luke Brown provided an update on various projects: basketball stand (complete) and backboard (will be installed 2/1), lifeguard towers (will be complete 2/1), deck epoxy (awaiting new shipment due to damage). Luke will provide contractor blueprints for outside stairs project, and will prioritize Helping Hands list with Terrie.

Action: (7-0-0) Arian moved to approve \$2,500 for epoxy installation labor. Chris seconded the motion.

Action: (7-0-0) Terrie moved to approve bringing on Ricardo as a contractor at approved hourly rate, with direction given by Luke. Michael seconded the motion.

Action: (7-0-0) Chris moved to approve up to 70 hours/month for Ricardo. If more than 70 hours are required, Board must approve. Terrie seconded the motion.

B. Office Coordinator Report

Amy was absent, but sent her Office Coordinator report, including tasks completed, accounts with delinquent dues balances, and upcoming facility rentals. Open items from her report are:

- Insurance: Awaiting new insurance quote from underwriters for replacement value.
- Associate Member Update: 2020 Renewals – 63 complete, 2 in process, 7 did not renew. 23 on waitlist.

Action: (7-0-0) Terrie moved to approve the returning 65 renewing AMs. Chris seconded the motion.

Action: (6-1-0) Terrie moved to approve up to 75 AMs by asking Amy to communicate to the next 10 on the waitlist, and to roll open slots by date applications submitted. Vic seconded the motion.

5. Director's Reports

A. Treasury Report

- Reviewed 2019 P&L. Club is \$104K under budget. (Surplus cash)
- Board understands we need to update the Trower Report and get an SMA capital repair improvement estimate.

Action: (7-0-0) Vic motioned to move \$55,596 (2018) and \$57,500 (2019) to reserve account Terrie seconded the motion.

B. Director's Updates

- Newsletter Proposal: Agree to print and deliver 2x year (Mid-Feb & Mid-Sept)
- Current Financial Policy: Board agreed to make updates for signatures and approval of expenditures at next Board meeting.
- Cloud-based payroll options.

Action: (6-1-0) Arian motioned to approve cloud-based payroll option. Michael seconded.

- By-laws update for SB323: Needs to go to the lawyer. Agreed to wait until Architectural Review Board has anything that needs counsel's review.
- New Office Manager: Barbara Walker interviewed by Stacy and Terrie. Resume shared with the rest of the Board.

Action: (7-0-0) Terrie motioned to make Barbara an offer of employment at approved hourly rate, for up to 15 hours a week. Stacy seconded.

- Summer Staff:

- Club will open Easter week 4/10-4/19 from 1pm – 7pm. All info in Google Doc

- Gwen King, Lucas Myles Chavez & Enrique Munguia to be hired as Supervisors.

Action: (7-0-0) Terrie motioned to make Gwen, Lucas & Enrique employment offers at approved hourly rate, plus approved per hour worked bonus (bonus payable at the end of the season). Stacy seconded.

- Lifeguard Applications will be accepted 2/1-2/29.

- Lifeguards interview will be held 3/7 & 3/8

- Special Board Meeting will be 3/11/2020.

- Lifeguard Certification will be March 17 & 19 and March 21 & 28
Action: (7-0-0) Chris motioned that the club will pay up to \$125/per employee (no more than 50% of the cost of re-cert/cert offered at Rancho). Stacy seconded.
- Facility Rules: Pool rules, lap swim, 10-minute break, back pool and club admittance rules have been updated.
Owner: Terrie to action updates and post as required by the By-laws.
- Lawsuit Update: Arbitration is scheduled for March 23rd.

6. General Business

A. Misc Items

The board will continue discussion on the various topics at upcoming meetings.

7. Future Meeting & Agenda Items

The next meeting is scheduled for February 24th at 7pm. Agreement to meet 2x a month (with due notice), if needed, through season opening to close on urgent matters.

Meeting was adjourned at 9:48pm