



# CHABOT CANYON RACQUET CLUB

## Board of Directors Meeting Minutes

**Date:** Sunday, March 19 2017

**Time:** 4:00PM to 6:00PM

**Location:** Chabot Canyon Racquet Club

**In attendance:** Karen Gee (President), Shelley Hansen (Treasurer), Jen Newens (Secretary), Carrie Peters (Vice President), Ted Frey (facilities) Steve Squire (club manager)

The meeting was called to order by President Karen Gee.

### OLD BUSINESS

- Shelley Hansen made an initial cut to the budget draft and sent it to Karen Gee for review. Next steps: Shelley and Karen to meet with Steve Squire on Wednesday, March 22, 2017 to look at additional details from the Club's books
- CCRC investment committee: Karen Gee worked with committee to develop a clear mission statement and develop policy guidelines. She presented both to the board at the meeting.
- Facilities projects: Steve Squire reviewed the list of facilities projects (routine maintenance not under the purview of the Capital Improvements Committee) and prioritized them in order of timing (see list below under Facilities)
- *Action item: Karen Gee to organize a spring cleaning to clear out clutter in the kitchen*
- Karen Gee, Shelley Hansen, and Steve Squire to reach out to key members who would be good board candidates to replace vacancies. Steve Squire to help determine how to access the link to the survey sent out by CCRC to see if there are any applicants.

### NEW BUSINESS

#### Finance

- Shelley Hansen reviewed current financial reports, which shows that that the club's finances are healthy.

#### Investment Committee

- The board reviewed the investment committee mission statement. It was moved and seconded that we approve the mission statement as written. The motion passed.
- The board reviewed the investment committee's statement of policy
  - Jen Newens questioned whether the board would be liable for any loss of principal caused by the actions of the investment committee
  - *Action item: Jen Newens to work with Steve Squire to review the insurance policy that covers the board to determine if this is covered or needs further explanation*
  - The board agreed to wait to vote on the investment policy until the insurance questions have been answered
- *Action item: Steve Squire to show the investment policy to another investment professional for feedback*
- It was re-stated that the investment committee will use the services of a professional portfolio manager to guide their decisions in investing on behalf of CCRC
- The board discussed that, since our current bylaws mandate the return of equity membership funds after membership is cancelled, it is difficult to know how much actual cash we have available to invest
  - *Action item: Steve Squire to analyze and estimate what a realistic figure might be*

#### C3 Committee

- The We Love Our New Members event on Sunday, February 26 at 2 pm was well attended and successful. All agreed that it was nice to have a catered event vs. a potluck this time
- Upcoming events: Day of Service April 30 (sprucing up the facilities and grounds with food/drink to follow); Memorial Day BBQ; Fourth of July event



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- *Action Item: Steve Squire to start a list of projects for day of service*

### **Facilities**

- List of current facilities related projects in order of priority
  - Clean glass windows and doors
  - Major pruning of the shrubs and ivy to get ready for warm season
  - Retaining wall repair part 1: patch wall where it has most deterioration
  - Begin ground cover/shrub removal outside court 1 (this will be a multi-year project—the plants need to be completely eradicated before replanting)
  - Tree pruning around the property (will require an aesthetic pruner)
  - Retaining wall repair part 2: replace retaining wall along north side of courts
  - Spot painting of the clubhouse
  - Repair/replacement of the sidewalk along the street side of the club

### **Membership Update**

- Steve Squire reports that we are mostly in line with membership revenue budget, but we would use some more equity members. In concert with the new budget, the board needs to decide how many equity members we'd like to add.
- The board reviewed the current membership fee structure. It was moved and seconded that we adjust the discount for on-hold fees for equity family and current non-equity family memberships from 20% to 10%, as is not at parity with the rest of the membership discounts. The motion passed.

### **Other New Business**

- The board discussed a request from a member about amending the policy for minimum active time for inactive memberships; the board agreed to keep the policy as stated
- Our nominating committee is in place for vetting new board members: Julia Partridge, Amy Gentile, Steve Sugarman
- The board discussed a proposal from a group of members about upgrading the ball machine with an iOS-based training app; the board agreed that this new technology did not serve the best interests of the club for a variety of reasons—it is only available for iPhone users, the cost is prohibitive, and it would incur an undo burden on the club staff in order to bring in
- The board discussed a proposal to amend the bylaws regarding the redemption of equity member initiation fees.
  - Karen Gee discovered that our bylaws explicitly prohibit amending certain articles
  - The board asked member Julia Partridge to advise us on the legal guidelines for amending non-amendable bylaws
  - Discussion is ongoing

### **Next Meetings**

- The next board meeting will be held on Saturday, April 15; timing TBD
- The town hall meeting (all members): Sunday, April 9, 4-6 pm
- The Annual Meeting (all members, but only equity members may join for discussion/voting): Sunday, May 21, 4-6 pm

### **Conclusion**

The meeting was adjourned at 6:00 pm