



CHABOT CANYON RACQUET CLUB

Board of Directors Meeting Minutes

Date: Sunday, June 11, 2017

Time: 4:00 PM to 6:00PM

Location: Chabot Canyon Racquet Club

In attendance: Jen Newens, Carrie Peters, Melissa Kennedy, Perry Milton, Antonio Robles and Steve Squire (Club Manager)

The meeting was called to order by President, Jen Newens

OLD BUSINESS:

Steve Squire: Purchase new DVR Webcam: HD camera is not working well with webcam setup. Proposed that Steve be authorized to purchase a new security package for around \$500. The board approved this request.

Carrie Peters and Jen Newens: The need for board Approval for Steve Squire to release investment funds for investment in a board approved financial product was discussed and approved. The Secretary of the Club will provide a letter to (bank) authorizing Steve to take such action.

Finance:

Approve 2017 Budget. Jen Newens proposed meeting with Shelly Hansen to go over the 2016 approved budget to better understand how the budget is managed. Steve indicated that the actuals for the financial period ending March 31 are due to be reported on June 22, 2017. It was agreed that a review of these financial would be a good place to start. The goal is to approve the budget at the next board meeting. Carrie Peters will circulate the documents in advance for review.

The 2016 revenue from Equity/Non/Equity dues (\$266,000) was reviewed by Steve against the forecasted revenue of \$280,000 for 2017.

Chabot Canyon Racquet Club Financial Responsibilities. Steve Squire circulated a copy of the Club's fiduciary responsibilities and financial responsibilities document approved by the Board for on January 11, 2016. The board reviewed the document and expressed appreciation of its concise summary of the financial processes and related controls.

C3 Committee. The Memorial Day BBQ was well attended. The need to promote healthier food for these events was also discussed. Upcoming events: Fourth of July and Wimbledon Watch Party.



CHABOT CANYON RACQUET CLUB

Board of Directors Meeting Minutes

Membership. Steve Squire reported that we are on target for our memberships, with 279 members, of which 90 are Equity members and 189 are Non-Equity members.

Facilities. Maintenance: Steve Squire reported on the crumbling retaining wall that needs to be reestablished and repaired before the start of the 2017 rainy season. Tree pruning and more landscaping cleanup are on schedule to occur prior to start of rainy season. Steve estimated the costs for both the retaining wall repair and landscaping cleanup will be \$3,000 – \$4,000. The costs were reasonable to the board.

NEW BUSINESS:

- **Election of Officers.** The board unanimously approved the election of the following officers of the Club effective June 11, 2017, and continuing until their successors have been elected:
Jen Newens – President
Perry Milton – Vice President
Carrie Peters – Treasurer
Melissa Kennedy – Secretary
Antonio Robles – Member-At-Large
- **Annual Equity Meeting concerns and comments.**
 - Equity Initiation Fees were discussed and how to address a proposed amendment to Article VII of the Club's bylaws that would eliminate the redemption of the Equity Initiation Fee after 2 years of continued membership. The board agreed that considerable outreach and communication of the changes to current and former is required, with the goal of finalizing the amendment to the By-Laws as early as Q1 2018. The suggestion that the Initiation Fee may qualify as a tax -deductible donation was also discussed. Jen Newens and Perry Milton will be spearheading the effort to change the current policy of redemption of the Equity Initiation Fee.
 - Difficulty in booking courts was a concern reported at the Annual Equity Meeting. Steve reported that currently this is not a big problem.
 - There is an interest in opening up the Club's USTA league team participation to include more men's teams. While there are not enough 4.0 Men players at Chabot to support a USTA league team, the Club has a pool of 17, 3.5 Men players to



CHABOT CANYON RACQUET CLUB

Board of Directors Meeting Minutes

support Men's 3.5 and MXD teams. The main need and goal is to secure captains to organize the teams.

- **New website upgrade proposal.** Steve reported that the Technology Committee is reviewing a court reservation system that will include a mobile app for easy booking of court reservations by phone. In addition the Committee is aiming to convert the Club's member information data to a single database.
- **USTA Update and next playing seasons.** Steve Squire reported that the membership has expressed a need for more time to respond to notices relating to USTA team sign up. The board decided that it should not dictate how the Club's USTA teams are run. A discussion ensued regarding non-member players recruited for the Club's USTA teams, particularly the Women's 4.5 team. It is very difficult for the staff to manage these players and the current fee of \$90 for the league season seems like a very modest amount for 3 months of league practice, clinics and play. A suggestion of charging a "short term" membership fee of \$125/month to non-member league players was discussed as a solution. They could play anytime and would enjoy the privileges of a club member. More discussion with and input from the membership is anticipated.
- **Adding Amended Bylaw (Article XVII – Financial) to permanent record.** Steve Squire explained how By-Laws are amended and included in the records of the Club.
- **Other Committee Updates.**

Capital Improvement Committee. Steve Squire provided an update on the progress that the Capital Improvements Committee is making on the LED lights and court resurfacing projects. Replacing the existing court lights with LED lighting requires PG&E approval and \$40k in upfront costs. The Club would benefit from special financing offered by PG&E on \$42,000, an \$8,000 incentive offered by PG&E and a 60% savings in monthly electrical costs. The Committee was awaiting approval from PG&E, after which there will need to be immediate action to proceed with the project in order to qualify for the incentive and special financing. More information will be reported to the board, likely before the next board meeting.

Steve also provided a status on the great progress that this Committee is making on researching and testing various court surfaces. More information on this project will be reported to the board before the next board meeting.



CHABOT CANYON RACQUET CLUB

Board of Directors Meeting Minutes

Investment Committee. Steve Squire reviewed details of a proposal by the Investment Committee to invest the Club's funds in a no fee, low risk investment product.

- **Other New Business.** Steve requested board approval for Margot Gibney, along with 3 other members, to hold a fundraiser event on Saturday, June 24, 5 -8pm, to support the non-profit Encampment for Citizenship. The board unanimously approved the request.

Next Meeting. Sunday, August 27, 2017, 4-6 pm, at the Club.

Conclusion.

The meeting was adjourned at 6 pm.