

Minutes of December 17, 2009
BRSC Regular Meeting

Board Members Present:

Mark Phillips, Sheryl Putnam, Jim Colby, Ed Henderson, Rich Colbert, Vivian Klein, Jenny Grunke, Sharon Pointer, Mike Frelleson, Roger Hazelwood, Dave Northness

Board Members Absent:

None

Members in Attendance:

Sandy Moore, Carol Writer, Steve Writer, Joann Kurz, Susan Clawson, Mike Kirby, Jonathan Bloomer, Jerry Adams

Staff Present:

Bill McGrath, Maryann Moorhead, Debbie Schlund

Call to Order:

President Phillips called the meeting to order at 6:05 pm.

November 2009

The November 2009 minutes were previously approved electronically. No action required.

November 2009 Membership Status Report

Maryann Moorhead presented the November 2009 membership report which included a graph report showing the different types of membership from January 2009 – November 2009.

The status report was reviewed and discussed. Throughout the month, many membership changes are made. Maryann made 51 changes in November for various reasons. Discussion around members getting connected with play/block time and if this may be a contributing factor for membership terminations. Maryann stated that Nan Jacobsen does a tremendous job connecting new members with block/playing time and that most of the terminations that occurred in November were for other reasons.

New Business

This item under New Business was moved up in the agenda upon request

The new BRSC Board of Directors were welcomed to the BRSC Board and were introduced:

Jonathan Bloomer
Jerry Adams
Mike Kirby
Rich Colbert
Dave Northness

General Manager Report

Bill McGrath presented the general manager's report for November 2009. Although the Annual Party was cancelled due to lack of ticket sales, the auction raised \$6,010.00. By comparison, the annual party/auction netted \$7,594.00 in 2008 and \$16,582.00 in 2007. There was discussion around planning the party for next year far in advance and having member input.

Bill reported that food costs went down substantially (57%) during the month of November. Bill temporarily removed the employee discount of 50% off of food for the month of November to determine the impact (if any) on overall food costs. Although Bill stated that the employee discount will be reinstated to employees, it is important to understand the impact of the discount. Alternative discount measures may want to be researched. Rich Colbert stated that the Employee Handbook Committee is looking at this issue, among other inconsistencies and will be addressing these issues in the handbook revision currently underway. It was noted that employee satisfaction is important to consider when evaluating this type of discount. One alternative that was discussed was providing employees with a gift card with a predetermined amount of money on it for their use. It was stated that this had been the practice in the past.

Bill stated that Payne Financial provided the BRSC with a Loss Prevention report on December 4, 2009. The report provided recommendations including: Installation of a deck enclosure; Signage marking the overhead gas lights in the new covered courts building; Posted evacuation routes in the clubhouse; and Beer keg safety recommendations.

Bill stated that he met with Idaho Tennis Executive Director, Matthew Warren and has finalized the 2010 League Schedule. BRSC will host Spring Mixed Doubles districts June 18-20, 2010, Adult League Districts July 30 – August 1, 2010, Fall Mixed Districts October 1-3, 2010 and Super Senior Districts September 10-12, 2010.

Bill stated that there is water leaking through the roof on courts 9-11. The roof should be under warranty. Bill will be reviewing the warranty and facilitating the roof repair.

Bill stated that the Junior Winter Classic Tournament is scheduled for December 21, 22 and 23, 2009. 115 juniors are currently registered for the Tournament. By comparison, 116 juniors were registered in 2008, and 112 in 2007.

Effective January 1, 2010, Bill stated that he is taking control of the tennis professional's schedules. Currently, the tennis professionals inform the BRSC of their lesson schedule. By taking control and making the tennis professionals provide Bill with their lesson schedule, the club can ensure that lessons are being charged and paid for. Bill stated that this is an important measure to ensure that all revenue due the BRSC is being collected.

A member in attendance brought up the issue of controlled access. There was discussion around controlled access. This issue has been in discussion for years and is still an important topic to consider.

Bill re-emphasized that this new measure's intent is to ensure that lessons provided by the tennis professionals are paid for and accounted for.

Bill stated that he instituted a discount in the amount of 4% for those members who pay their membership dues in a lump sum amount annually. The 4% discount will be provided for those members paying in advance with a credit card/debit card/check/cash. There was discussion regarding the fees associated with merchant fees. Bill will review the merchant fee charges and provide recommendations for any changes to the discount structure at the next Board meeting.

Committee Reports

Facilities Committee

Sharon Pointer provided the facilities committee report. She referred to the roof leak issue in the General Manager's report (see above).

Sharon reported that several bricks are loose in the front of the BRSC entrance. The grout cannot be replaced at this time due to the weather, so a mat will be placed over the loose bricks to eliminate any potential tripping hazards. The grout work will be scheduled for warmer weather.

Sharon reported that the walls in the fitness room were painted green.

Sharon reported that the room previously used for child care will be used for a core stretch room.

A member questioned the smell in the new building. Bill reported that the smell in the new building has been eliminated. Ozone machines were brought in to eliminate the smell in the Summer.

Financial Committee

Jim Colby presented the financial report for November 2009. Jim reported that the club is on track with forecasted revenue/expense projections. A \$12,000 net loss was reported for November.

Jim stated that from a cash flow standpoint, the club is breaking even with the debt service. Revenue was fairly flat in 2009 and moving forward, capital expenditures need to be carefully evaluated. Revenue amounts for November were typical, with the exception of the increase in depreciation realized from the new courts. There was discussion about the cyclical nature of the revenue/expense history of the club

It was discussed that the financial report for October 2009 requires adoption.

Ed Henderson made a motion to accept both the October 2009 and the November 2009 financial reports. Rich Colbert seconded. The motion carried.

Marketing Committee

Sheryl Putnam stated that she is in the process of trying to coordinate a marketing committee meeting with Bill, Mike Kirby and Robert Sterk. Both Mike and Robert have unique strengths that would enhance the committee's efforts. The meeting will be scheduled to review the proposed 2010 marketing plan and to discuss marketing efforts for 2010. Bill added that the relationship with Idaho Tennis Association continues to be an important one and that internal marketing efforts, including collateral materials need to be enhanced. Rich Colbert commended Nan Jacobsen and Bill McGrath for their efforts in assisting new members with programming activities.

Personnel Committee

Mark Phillips requested that this topic be moved to New Business.

Communications Committee

Ed Henderson reported that he has been working with Debbie and Maryann on ways to import data into the club's software system in order to automate the block payment process. Ed stated that it has been challenging and that the activity continues to move forward. Ed also stated that there is still interest on the on-line booking feature. This is still under consideration.

A member questioned the block lottery process and potential problems with how the block lottery is being abused by multiple players from the same block entering the lottery, although the lottery rules prohibit this. Bill will review the block lottery procedure.

Employee Handbook Committee

Rich Colbert reported that the committee is approximately $\frac{3}{4}$ of the way through the employee handbook. The handbook needs extensive review and the committee is being very thorough in their revisions. The committee expects that by the end of January, the majority of the revisions will be in draft format for Board review.

It was suggested by a member that more member input be solicited for significant changes to club policies/procedures, as they have a direct impact/effect on the members.

Old Business

None

New Business (continued)

The following two (2) agenda items should not have appeared on the agenda:

Appointment of new board members - removed
Appointment of new committee chairs – removed

The following agenda item should have been included on the agenda:

Election of New Board Officers

Pursuant to the Article V, Section 1 of the by-laws, President Phillips opened up the floor for nominations for the Executive Office of President of the BRSC Board of Directors.

Roger Hazelwood nominated Jim Colby for President. Ed Henderson seconded the motion.
Sheryl Putnam nominated Rich Colbert for President. Mark Phillips seconded the motion.
Jim Colby nominated Jenny Grunke for President. Rich Colbert seconded the motion.

No further nominations received. President Phillips closed the nominations. Rich Colbert declined to serve in the capacity as President.

All Board Directors voted by secret ballot. Ballots were provided to and counted by Debbie Schlund.

Results of election: Jim Colby elected President of the BRSC Board of Directors.

Pursuant to the Article V, Section 1 of the by-laws, President Phillips opened up the floor for nominations for the Executive Office of Vice-President of the BRSC Board of Directors.

Roger Hazelwood nominated Jenny Grunke for Vice-President. Rich Colbert seconded the motion.
Jenny Grunke nominated Sharon Pointer for Vice-President. Sharon Pointer declined to serve in capacity as Vice-President.

No further nominations received. President Phillips closed the nominations.

Results of election (uncontested): Jenny Grunke elected Vice-President of the BRSC Board of Directors.

Pursuant to the Article V, Section 1 of the by-laws, President Phillips opened up the floor for nominations for the Executive Office of Secretary of the BRSC Board of Directors.

Mark Phillips nominated Sheryl Putnam for Secretary of the BRSC Board of Directors. Rich Colbert seconded.

No further nominations received. President Phillips closed the nominations.

Results of election (uncontested): Sheryl Putnam elected Secretary of the BRSC Board of Directors.

Pursuant to the Article V, Section 1 of the by-laws, President Phillips opened up the floor for nominations for the Executive Office of Treasurer of the BRSC Board of Directors.

Dave Northness nominated Mike Frelleson for Treasurer. Mark Phillips seconded

No further nominations received. President Phillips closed the nominations.

Results of election (uncontested): Mike Frelleson elected Treasurer of the BRSC Board of Directors

Mike Frelleson stated that he would like to review the system for future Executive Officer election.

Employee Health Insurance/Personnel Committee

Bill informed the Board that the BRSC's health insurance policy prohibits coverage for any employee who averages under 30 hours worked per week. Bill stated that one, possibly two employees have been in violation of the policy for almost two years. There was discussion on the subject and it was agreed that under no circumstances may an employee be covered under the BRSC's health insurance policy in violation of this policy.

Vivian Klein made a motion that in accordance with the existing terms of coverage, no employee working under an average of 30 hours per week be covered under the BRSC's health insurance policy. Rich Colbert seconded the motion. The motion carried.

Non-Member Program Access

Bill shared an e-mail with the Board from a member who expressed his objection to non-member participation in BRSC events, such as mixers and team tennis. Bill felt that it was important to inform the Board about the member's concern. There was discussion and it was determined that this is likely an isolated incident and that no change in policy is warranted at this time.

A member expressed his appreciation to Bill for his emphasis on accountability and encouraged accountability by everyone, members, staff and members of the BRSC Board of Directors. There was additional discussion by several board members and guests.

Mark made a motion to adjourn the meeting. Vivian seconded the motion. The meeting adjourned at 7:45 p.m.

Submitted by Sheryl Putnam, Secretary.