

## **LCTA Board Meeting**

November 8, 2023

Members Present: Tom Strizich, Steve Meloy, Brian Luehr, Jeff Martin, Katelyn Schaub, Piper Wandler, Chuck Magraw

### **A. Approval of October Minutes**

- a. Motion to approve October minutes with one correction passed unanimously.

### **B. Pro Report**

- a. Club tournament is scheduled for November 18<sup>th</sup> and 19<sup>th</sup>. So far, there are 14 adults and some kids so far signed up. He's charging \$15/event.
  - i. Has some sponsors for the event, including Vital Chiro.
- b. For the winter, he's running into issues with needing more than one court for the high school kids on Tuesdays from 7:30-9:00 p.m. Kyle is requesting an extra court through February.
  - i. The board might need to review court usage first before giving the final decision.
- c. Halloween social was a success.

### **C. Club Manager**

- a. Membership numbers are looking good. Over the past month, there were a total of 4 new memberships including one non-resident, one double membership, one single membership and one high school scholarship membership. In addition, the four high school scholarships from last year were cancelled, two memberships were put on hold, and one was moved from on hold to active.
- b. High school scholarships
  - i. All have been talked to regarding the setup. One setup has been completed and the others are in progress.
- c. All work credits have been changed to paid memberships.
- d. Calling members with expired credit cards to get them updated within Club Automation.
- e. There is one member looking to transfer his parent's membership to himself. Has the original paperwork. The membership has been on hold and was never sold.
  - i. Board agreed to let him assume the membership and reactivate to take over monthly dues. He will need to pay the \$200 fee to reactivate the membership.

### **D. Treasurer's Report**

- a. Handling cash
  - i. There are concerns with how cash payments are getting handled and how it's getting tracked from the POS or the bank.
  - ii. New process moving forward is to encourage members to pay through their POS using their credit card on file, a different credit card or check. However, if we do receive cash, the process will be to have two people count the cash and initial the envelope it's placed in for verification.
- b. Valuation of improvements for insurance

- i. The yearly property tax bill included the building's valuation for improvements (\$1.132 million). We're currently only insured for \$651k and need to think about updating the value.
    - ii. Brian Luehr will take the lead on shopping around for an appraiser and call the insurance company to make sure we get the correct information.
  - c. New accountant and financial reports
    - i. We're still looking for a replacement with Vicki leaving at the end of the year. Terry Atwood will be taking over some of the duties (mainly payroll).
    - ii. Tom, Jeff and Vicki are scheduled to meet to discuss some of the reports and transition plan. Depending on the outcome, Tom may be able to cover what Vicki was doing.
  - d. Treasurer email (lctatreasurer@gmail.com)
    - i. We need to have all bills sent to this location, so we have them in a single spot. The Treasurer and President should both have access to this account.
    - ii. The Club manager should have a dedicated inbox which Meg will setup.
  - e. Signature on First ACH account
    - i. First ACH handles our credit card and Cindy Lewis was the last signatory on the account. Jeff has been working to get this updated now that they're aware we're a non-profit. Moving forward, Tom will be the legal signatory and Jeff will have access to the statements.
    - ii. In order to make this change, we must complete one of the following:
      - 1. Submit completed form with minutes from the meetings, notes from the meeting or corporate resolution.
        - a. A motion was made to approve the pre-drafted note for the meeting and passed unanimously.
  - f. Future
    - i. Jeff would like us to complete an audit for the club.
  - g. Notable Items for Awareness on the Financial Statements
    - i. October –
      - 1. The expenditure for property insurance came as two invoices and resulted in two payments for the month. There is only one month left for payments.
      - 2. The new keyless access was purchased and implemented in October.
      - 3. Court time has not yet increased for the winter as it usually does.
- E. Beeby Memorial Tennis Fest update
  - a. The event will be held in October 2024. The next meeting is in November.
- F. Snack Machine
  - a. Has been installed and people seem to be using it so far.
  - b. Meg added the vendor into Club Automation, so he can access the building to restock the vending machine.
- G. Board position: Chuck
  - a. Chuck Magraw is attending his first board meeting. He's replacing Brian Woods.

H. Court Scrubbing

- a. This has been completed.

I. Pickleball

- a. Will be discussed at a different meeting.

J. Lights

- a. Brian Luehr has been tasked to see what it would cost to increase the lights with two units to three units, including the increase in electricity cost.
- b. Will likely send out a poll to membership to get input the top improvements they want to see at the club and see if lights are a top response.

Next Meeting: December 13, 2023 at 7:00 PM at club