

LCTA Board Meeting Minutes
Wednesday December 13, 2023

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

A. Approval of November Minutes

- a. Motion to approve minutes with the corrections passed unanimously.

B. Pro Report

- a. Club Championship Tournament went well.
- b. Christmas Social scheduled for the coming weekend.
 - i. Kyle and Megan will clean out the fridge ahead of the Christmas potluck.
- c. Classes have been lighter because of holidays, but still generally full.
- d. Kyle will be out January 5-12, so Tom will be covering classes.
- e. Spring Fever will get posted soon. It's scheduled for February 16-18.
- f. Kyle provided breakdown of nonmember's fees for the board to review. Shows the nonmember's fees by group and lessons. He'd like to get out of paying the nonmember fee back to the club or do it less frequently due to the amount of work it takes to track the fees.
 - i. Some of the options he proposed include:
 - 1. Paying a flat fee per month instead of tracking individuals.
 - 2. Eliminate paying the fee to the club altogether.
 - 3. Paying the fee on a less frequent basis (e.g., quarterly, semi-annually, etc.).
 - ii. The board agreed to discuss further because the bookkeeping responsibilities should be reduced. An additional option proposed was to look into using Club Automation for payments.

C. Club Manager

- a. December has been tough for her schedule, so just trying to keep up with the business basics due to her regular job.
- b. Membership numbers have increased since the last meeting in November. There has been a total of 8 new memberships which includes 3 high school scholarship memberships, 1 single, 1 junior, 1 double, 1 family, and 1 non-resident membership. In addition, 2 double memberships were changed to singles, 1 double membership was changed to a family, a few have come off hold, and there were 3 canceled memberships. There is currently 1 membership for sale, that we're aware of.
- c. Expired credit cards have been updated within Club Automation.
- d. Setup manager email. Has been updated on most contact information. Will post on the website. All email gets forwarded to the new account (manager.lcta@gmail.com).
- e. There was a Fire Inspection done today with Larry. The report will be sent to Jeff and Tom for their review.
 - i. There were multiple items the club failed on. A reinspection will be done by the end of January, so we'll need to get some things sorted out ahead of time which includes seeing which vendors need to be contacted for servicing.
- f. Membership Survey
 - i. Google Forms is likely the easiest because it has unlimited responses. It can also allow responses to be anonymous.

- g. There have been some members asking about drop-in times, leagues, etc. Will look into coordinating some of these events and will discuss with Tom about what's been done in the past.
- D. Treasurer's Report
 - a. Court usage is up this month and membership dues have been steady.
 - b. High School team court usage has been added.
 - c. Savings account includes a note about the \$2,500 pledge to the airport. Likely will get the bill in January.
 - d. Cash reserve includes \$2,000 transfer in November.
 - e. There was a question about the plans for the Capital Reserve Fund. Likely should be further discussion on this later.
 - i. One option is to look into an 18-month CD from Ascent bank to accrue additional income.
 - 1. Brian will look into interest rate and term length. Will revisit in January.
- E. Beeby Memorial Tennis Fest update
 - a. Date of the event will be September 28, 2024.
 - b. Kyle will be assisting with the event.
- F. ACH Account Signature Update
 - a. The previous letter was not accepted. We'll update the letter to be on the Club letterhead, and Tom and Katelyn will resign.
- G. Updated appraisal
 - a. Brian talked to insurance agent. They don't want a full market value appraisal but would want the replacement cost of the building instead.
 - b. Most appraisers are booked out until at least mid-January. The cost will be approximately \$700.
 - c. Motion made for Brian to move forward with a cost appraisal for approximately \$700 and passed unanimously.
- H. Lights
 - a. Brian is still working on this. He'll bring an electrician by the club to discuss further.
- I. Backboard donation
 - a. An Eagle Scout wants to rebuild the backboard at Barney Park. He's asked the club for a donation to support this project. For the board to decide on a donation, he'll need to submit a proposal, which will need to include permission from the city before we move forward.
 - b. The board will also want answers to the following questions before proceeding. Meg will reach back out to him for these.
 - i. How much funding does he still need?
 - ii. Who else has he approached for donations?
 - iii. What's the timeline on the project since the original dates have already passed?
- J. Accounting transition
 - a. Vicki will continue assisting over the next few months during the transitions.
 - b. Terry Atwood will assist with accounting, pay stubs, W2, pay withholdings, quarterly reports for IRS, and annual returns. He's asking for \$200/year as his payment. Right now, there's a verbal agreement in place, but Tom and Jeff will ask about a contract to review.
 - c. Jeff will take over Club Automation, QuickBooks, credits, debits, and payroll.
 - d. Tom will take over exporting data from Club Automation to put into Quickbooks for monthly reporting.
- K. Non-Member Lesson Fees (Continued from above)

- a. After further review of the spreadsheet Kyle provided, it's likely we're missing some of the fees from the pros as things currently stand. However, based on the current figures, the club has received about \$1,500 between March and December of this year.
- b. There's a need to explore how Club Automation could work with lesson and clinic sign-ups and payments to know what the fee would be within the program.
- c. The overall feeling right now is to change the pro contract, so they do not pay nonmember fees back to the club, but it is their responsibility to track nonmembers and collect those fees. In lieu of receiving those fees from the pros, the club would not give them any incentive for their recruiting efforts of new members. It would be a cost to the club, but it would be better for the pros.
- d. Tom and Steve will meet with the pros to discuss further, and the board will discuss again at a later date.

Next Meeting: January 10, 2024, at 7:00 PM at the club