

## **LCTA Board Meeting Minutes**

Wednesday January 10, 2024

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

### **A. Public Comment**

- a. We had one member present for the public comment section. He wanted to bring a suggestion to the board about creating drop-in times for people to play over the weekend or other non-prime time dates/times. He's willing to help coordinate these activities, if approved. He's seeking board approval to present the idea to membership to gauge the overall level of interest.
  - i. The board agreed it's a good idea but would like to review court times first. This will be revisited once we have a full proposal for the idea, then it will be sent out to membership from the board.

### **B. Approval of December Minutes**

- a. Motion made to approve minutes with the corrections passed unanimously.
  - i. Corrections were to remove 'Club Automation' from Jeff's responsibilities and leave it as QuickBooks, Credits, Debits, and payroll checks.

### **C. Pro Report**

- a. No Pro Report for December as Kyle was out of town.

### **D. Club Manager**

- a. Memberships have generally been holding steady since December with 1 double membership for sale, 1 non-resident member canceled, 1 new non-resident membership, 1 membership placed on hold and 1 membership taken off hold.
- b. Question for the board
  - i. How are payments being charged for memberships being billed the \$155/year after the first year?
    - 1. Right now, this charge requires a custom charge each year until it's complete. We need to figure out anniversary dates of new memberships to bill on that date moving forward and let them know when they'll be getting billed each year.
    - 2. Megan and Tom will review Club Automation to see if there's a way to schedule recurring charges moving forward.
- c. Request for list of all members and contact information.
  - i. Previously, there was a list published and sent out with membership contact information. There has been a request to do this again. Megan wanted to bring it up to the board due to concerns about sharing information on behalf of members without their approval. We could send an email out to membership asking if they approve of their information being sent out, allowing them to opt out. Likely needs more discussion.
  - ii. For right now, we'll let the member know we weren't able to come to a consensus due to privacy concerns.
- d. Eagle Scout Project

i. Backboard for Barney Park

1. The city installed poles for him to anchor the backboard and approved the project. The project is estimated to cost approximately \$700 to complete. Other businesses have been approached for contributions.
2. There are some concerns about the club giving money and what liability that may place on the club. Would like to have a written statement from the board that we're giving the money as a charitable donation and we do not assume any responsibility for anything that occurs during or after the project (e.g., injuries, backboard falling over, etc.).
3. Chuck will draft this language for us that can be sent ahead of the check. Megan will put the letter on the club's letterhead. Once the letter is sent, Jeff will send the check.
4. Motion made to approve \$200 to send to Trevin Kockler for his Eagle Scout Project to create a backboard at Barney Park along with the liability notice provided by Chuck. Motion passed with one opposition.

e. Survey

- i. Membership survey will get worked on but won't be sent out ahead of the annual meeting. Will include questions regarding what the club is or is not doing well.

E. Treasurer's Report

- a. Court usage increased slightly in December and membership dues have been steady.
- b. Received check from Kyle for his non-member fees (\$1,625).
- c. Haven't yet received the invoice from the Chamber of Commerce for our pledge to the airport. The plan is to pay it every January moving forward.
- d. The Capital reserve includes \$1,500 transfer from December.
- e. Budget billing from Northwestern Energy is dropping from \$1,425 to \$900 per month, starting this month. Jeff will bring in the letter next month for the board to review.
- f. Final payment for the property insurance for the current fiscal year was completed in December.

F. Nonmember Fees

- a. Tom Strizich met with Kyle and Tom Banks about the board's proposal. Both approved of the changes from last month where they won't pay non-member fees to the club but emphasized non-members really do need to be paying higher fees than members.
- b. Tom emailed Mac about updating the contract for the pros. Will have to update one line in the contract. Pros will need to sign the addendum to the updated contract.
- c. Motion was made to amend the pro contract with Kyle to ensure the pro(s) retain the non-member fee they charge for lessons, clinics, etc. Motion passed unanimously.

G. Fire Inspection

- a. Based on the inspection in December, the following has been or will be completed:
  - i. Fire Guys inspected the exit signs and replaced the fire extinguishers. They will begin coming once a year moving forward.
  - ii. The electrician replaced the emergency lights (11 in total).
  - iii. Inspection of the sprinkler system valves will occur on 1/11/24.

- b. Burglar alarm and fire alarm were still attached to the land line at the club. Will be converted to a cellular service and Jeff will cancel the land line.
  - c. Fire Alarm still displays a failure. This will get looked at when the burglar alarm gets worked on.
- H. Beeby Memorial Tennis Fest
  - a. The next meeting for this is the week of January 15<sup>th</sup>.
- I. ADP Signature
  - a. Katelyn signed. Tom will sign and have it faxed back.
- J. Appraisal, Lights, CDs
  - a. Brian is still looking into these items.
- K. Accountant Contract
  - a. Board reviewed what was proposed. \$200/year (\$50/quarter) for Terry's services.
- L. Cardpoint; Payment Gateway
  - a. The payment gateway for Club Automation will be changing. There should not be any disruption, but all the club's data will have to be migrated from the old gateway to the new. Potential impacts would be that some credit cards could get declined, primarily American Express cards.
  - b. Tom will have to sign an updated agreement acknowledging the change, but no change in fees will occur.
- M. Annual Meeting
  - a. Meeting will be held on Thursday, February 15<sup>th</sup>.
  - b. Board members will receive a subset of equity members to call to get more people to attend for a quorum.
  - c. The Board will meet at the club and members can be present on Zoom.
  - d. The meeting will include filling the three vacant positions, and the election of officers.
- N. Equity memberships
  - a. There was an idea proposed to stop allowing members to sell their memberships. Those purchased before a certain date would still be allowed to sell their memberships, but beyond that, it would no longer be allowed. This would allow us to get away from equity memberships that are hard to track, and the club loses money on them when we cannot collect the initiation fee.
  - b. Further discussion on this later.
- O. Capital Reserve Fund and Expenses from Fire Inspection
  - a. Just a note that the expenses from the fire inspection should come from the checking account since it's ongoing maintenance of the club instead of coming from the Capital Reserve Fund, which should be for larger maintenance and improvements.

Next Meeting: February 15, 2024, at 6:00 PM at the club (Annual Meeting)