

## **LCTA Board Minutes**

Wednesday September 13, 7:00 PM

Members Present: Katelyn Schaub, Jeff Martin, Brian Luehr, Tom Strizich

Members Excused: Steve Meloy

Members Unexcused: Piper Wandler, Brian Woods

- A. Approval of July and August Minutes
  - a. Motion to approve minutes from the July meeting unanimously.
  - b. Motion to approve August minutes with one correction passed unanimously.
- B. Pro Report
  - a. Schedule will be coming out at the end of September for the rest of the year, which will include socials for Halloween, Thanksgiving and Christmas.
  - b. A gentleman stopped by and presented Kyle an opportunity to add a healthy vending machine to the club. There would be no cost to the club. The gentleman would keep the machine stocked. No profit sharing. The board will contact him for additional details.
  - c. Continuing education: Current credits are good through 2025. Will be looking into what opportunities he wants to attend for next year.
- C. Club Championship: Looking at a November time-frame instead of January, so we aren't conflicting with the Spring Fever tournament, or holding events too close together.
- D. Club Manager
  - a. Memberships have increased by 4 since August (1 double, 1 junior, and 2 singles). There were 7 cancelled memberships, but most were just cleanup. Three memberships have been placed on hold. There is 1 member that wants to sell their membership.
  - b. Has been running reports and creating tracking documents for things such as:
    - a. Overdue accounts
    - b. Memberships that people want to sell
    - c. Tracking membership payments, including the initiation fees
    - d. Will create a list of memberships that people want to donate
  - c. Has been setting up access cards and providing additional cards for those that need them. There has been minimal disruption on the change with the cards, fobs and door pad.
  - d. Updated the plaque of members who have passed away. Will update it to also include Meredith Krutar.

- e. Has been working to update signs around the facility for a variety of things including lights reminders and updating old signs with the new logo. Has also been working to update membership application documents with the new logo.
- f. Has taken over cleaning the women's restroom and will start deep cleaning the drinking fountain. Will get a price to replace the aluminum cover on the drinking fountain.
- g. For the future:
  - a. Will be training how much time is spent on all the work she's doing, and the board will review/evaluate any adjustments necessary.
  - b. Will be starting to track expiring credit cards
  - c. Will be reviewing the terms of the high school scholarships to send out this fall. That will allow kids time to use the club ahead of the tennis season. Will be promoted at the club, on the website, and at the high schools.
- h. Reported a broken/missing door in women's bathroom. Will see if Larry can replace.

#### E. Treasurer's Report

- a. Worked with Vicki to review and correct some discrepancies with the reporting. Updated reports were sent to Tom and Jeff.
- b. Work credits are continuing to go down as they're being eliminated. Those that had work credit memberships will be changed in regular memberships.
- c. Increase in August expenses were due to the property insurance, liability insurance, and postage to send out the new access cards.

#### F. Keyless Access

- a. Switching to the new system went very well. Will be running reports to see when people are coming and leaving from the club.

#### 1. Liability Insurance

- a. Currently paying monthly until it's paid off. There are no interest charges with paying this way.

#### 2. Facility Manager Contract

- a. Full contract is ready for Larry. It mirrors that of the club manager except for no probationary period, and the contract is for three years. Jeff and Steve will be meeting with Larry to discuss. As part of this, the work credits will be removed, and the hours will be increased from 20 to 25.

#### 3. Lights/Court Scrubbing

- a. Larry cleaned lights. Tom reached out to Brian Woods about testing lights. Larry will clean courts by the end of the month.

#### 4. Pickleball

- a. Discussion has been deferred to another time.

#### 5. Beeby Memorial Tournament

- a. Stephi Johnson will be leading the organization of the tournament. It will be held next September. The first meeting regarding the tournament is scheduled for the first week of October.
- 6. Helena Regional Airport Contribution
  - a. Airport is actively pursuing airlines to increase flights to Helena. Club had previously agreed to allocate \$500 to airport for pursuing airlines (one-time, April 2018). Was never paid to the airport. Tom will talk to the Airport Authority on the details of making the donation. Will bring the details to the board in order to present options.
- 7. Accounting
  - a. Vicki Caldwell will continue to do our accounting through the end of the year, but following that, we'll need to find someone else to do it. The role will be primarily a bookkeeper. Jeff and Tom will meet with Vicki to learn the full extent of the work she's been doing.
- 8. Brian Woods
  - a. Interested to see if we have a replacement for him on the board due to not being around as often. If we're able to find a replacement, he's open to that individual filling his role for the rest of the term.

Next Meeting: October 11, 2023 at 7:00 PM at club