

Rancho Santa Teresa Swim & Racquet Club

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Stacy Valenta (President)

Ali Kiehn (Vice President)
Michael Kirtland (Treasurer)
Brian Rice

Arian Collen (Secretary)
Vic Haddad
Kim Kleiner

Board of Directors Meeting *Final Minutes* December 11, 2023

Item Subject

1. Call to Order

Meeting was called to order at 6:02 p.m.

Brian was absent.

2. Approval of Minutes

November 13th and 28th, 2023 Board Meeting

Action: (6-0-1) Arian moved to approve minutes for the November 13th and 28th, 2023 board meetings. Ali seconded the motion.

3. Town Hall

Doug and Tim with Boy Scout group that regularly uses the hall would like to use the hall on February 4th for a scout event. Board discussed necessary insurance and fees.

Action: (6-0-1) Kim moved to approve the troop use of the hall on February 4th. Michael seconded the motion.

4. Facilities/Club Activities

A. Luke & Riccardo Project Updates

Outstanding projects include camaras and main pool heater

B. Holiday Party/Potluck Update

Holiday party on Sunday 1pm-4pm which is being led by Kathy Kirtland with the help of the Boy Scouts. A movie night will follow at 5:30pm.

C. Upper Deck Cement Repair Project

The selected vendor staff who came to do the project were not anticipating the trex boards and further discussion with the vendors management will be needed to move this project forward.

D. Solar Update

Inspections continue and final project closeout and activation may occur in December 2023.

E. 2024 Tennis Agreement Holiday Schedule

Board discussed 2024 holidays which includes 10 national holidays and the Sea Otters awards night.

Action: (6-0-1) Arian moved to approve the 2024 Tennis holiday calendar. Michael seconded the motion.

F. Hall Doors Quote

Discussed during the reserve fund projects below.

G. Pool Party Requests for Hall Rentals

Board discussed operations around pool parties and hall rentals and approved the existing model of allowing three main pool parties and now an additional pool party with the hall/lounge rental.

H. Summer Season Club Schedule & Staffing Plan

Board reviewed the draft staffing schedule and hiring timeline as well as tentative club event dates.

5. Office

A. Dues Summary & Delinquent Dues

Account #4046-129 has been sent to collections and Board discussed next steps including placing a lien on the property.

Action: (6-0-1) Michael moved to approve placing a lien on the property if not paid by January 8th 2024. Kim Seconded the motion.

9 accounts are two quarters behind, and 21 accounts owe for one quarter.

Action: (7-0-0) Michael moved to approved sending the two accounts noted above to collections if not paid by November 2nd. Kim Seconded the motion.

B. 2024 Associate Member Update

Terrie provided an update on the Associate members with only two opting out of next year which will open up two spots from the waiting list.

6. Director Section

A. Financial Update

Michael provided an update on the club revenue and expenses through November 2023. Revenues are at 103% of budget and overall expenses were 104% with a net loss of \$2,400 vs. budget.

B. 2024 Budget Approval

The board reviewed and discussed the current draft 2024 budget.

Action: (6-0-1) Arian motioned to approve the 2024 budget. Kim seconded the motion.

C. Operations Account Excess Review

Michael noted that the Fidelity operating account has a current balance of \$211,000 which is an accumulation of many years. Board discussed options for use and which account (operating vs. reserve) to hold any surplus.

- Board agreed that approximately two months of expenses (less reserves) should remain in the operating account on a regular basis as a cushion which would translate to approximately \$95,000 for 2024.
- Board discussed potential projects that could be accomplished with the approximately \$95,000 which included the front entry doors, game room interior doors, upper deck, and other misc. projects.

Action: (6-0-1) Arian moved to move \$95,000 to the reserve to accomplish planned or future projects. Michael seconded the motion.

D. Ruling 70-604 Paperwork

Board discussed the paperwork required to carry over excess revenue to 2023.

Action: (6-0-1) Arian moved to keep the Aqua Aerobics rate at \$100 and increase the Tennis rate to \$1,500 with annual 10% increases and no weather credit. Brian seconded the motion.

E. 2023/2024 Reserve Funding Projects

Discussed during 6.C above.

7. Executive Board Meeting – Not Open to Public

Board discussed need for staff management as Terrie will not assume that role in 2024. Stacy noted that Jalen expressed interest in the position and is well known by the club community given her role with Sea Otters and Stingrays.

Action: (6-0-1) Stacy moved to hire Jalen as the Summer Staff Manager effective January 1st. Arian seconded the motion.

8. Future Meeting & Agenda Items

The next board meeting will be on January 22, 2024 at 6pm

Meeting was adjourned at 8:16pm