

# 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

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## Board of Directors Meeting *Final Minutes* September 18, 2023

### Item Subject

#### 1. Call to Order

Meeting was called to order at 6:03 p.m.

Board member Michael was absence.

#### 2. Approval of Minutes

##### August 21, 2023 Board Meeting

Action: (6-0-1) Kim moved to approve minutes for the August 21<sup>st</sup> board meeting minutes. Ali seconded the motion.

#### 3. Town Hall

Mr. Phipps requested that the board waive the hall rental fee for the use for the Santa Teresa High School teacher appreciation event.

Action: (6-0-1) Brian moved to approve waiving the hall rental fees. Ali seconded the motion.

#### 4. Summer Staff

##### A. Fall Swim Lessons

40 + on waiting list. Currently 23 lessons under way and pending payment to start. All lessons will end by October 30<sup>th</sup>.

##### B. Labor Day

All events went well with lower attendance due to weather than in years past.

##### C. Movie Night

Very small group on 9/8 with last movie night scheduled on 9/22 (Monsters Inc.)

##### D. End of Season Plans/Staff Evaluations/Club Closure

Supervisors are reviewing and creating closing checklist and staff will come in Saturday and Sunday Sept 30<sup>th</sup>/Oct 1<sup>st</sup>.

Staff evaluations are nearing completion, along with determination on end of season bonuses.

5. **Facilities/Club Activities**

**A. Update on Luke & Ricardo Project**

List of priority projects has been made and progress continues with Terrie overseeing facility management.

Luke will be assigned to investigate ice maker options for the board to consider at an upcoming meeting.

**B. AC Unit Replacement**

Terrie has provided quotes for replacement and repair of the broken AC unit. Replacement costs range from \$9k to \$19k.

Action: (6-0-1) Stacy moved to approve up to \$9,500 for the Goodman AC unit from Tony Fuentes. Brian Seconded the motion.

**C. Upper Deck Quote**

Arian presented cost estimates for the upper deck removal and paver replacement which totaled approximately \$108,000. The board discussed financial options and alternative approaches. The board agreed the upper deck project was more important than the drought tolerant landscaping.

The board discussed assigning project to Terrie to explore options and or vendor which could potentially replace upper deck boards or put concrete in their place.

**D. Rodents/Pest Control**

No discussion as rodent issue is under control and maintenance will continue.

**E. Privacy Slats for Tennis Fences**

Quote received for privacy slats at approximately \$7,500. The board agreed to delay this project and undertake the project in the future with the fence replacement.

**F. Fall Activities Planning**

Kim provided a brief update on potential club member events such as an adult and kids Halloween party and Christmas events. Costs and an event "owner" were discussed. Sunday October 29<sup>th</sup> was discussed for a kids Halloween event.

Board discussed exterior decoration and lighting of the club for the holidays. A call for volunteers and/or donations for holiday decorations.

**G. City of San Jose Trash & Recycling Dumpsters**

Interior pool deck trash cans were delivered and setup. New dumpsters are in place. Additional trash cans needed for upper deck/hall area and will be ordered.

6. **Office**

**A. Dues Summary & Delinquent Dues**

Two past due accounts previously headed to collections paid their dues.

7. **Director Section**

**A. Drought Tolerant Landscaping Update**

This project is on hold as the board reviews the totality of all club facility needs and status of the clubs finances and will review at future meeting.

**B. 2024 Dues**

The board discussed the current dues and potential options for increases. The current rate at \$480 was discussed and reviewed to increase by the allowed 10% up to \$528.

Action: (6-0-1) Ali motioned to increase the member dues by 10% from \$480 up to \$528. Arian moved to approve the 10% increase.

**C. 2024 Associate Member Numbers**

Board discussed current number of associate members (100) and dues rates.

Action: (6-0-1) Kim moved to increase Associate Member dues by 10% in alignment with the planned Member Dues increase. Ali seconded the motion.

**D. Increase Hall Rental Fee (Upper Deck Cleaning)**

Increase of \$40 to cover cleaning fees of exterior bar area.

**E. Adult Pool Closure**

Adult pool will close on November 1<sup>st</sup>.

**F. Financial Update**

Vic gave a brief update on Net revenues which was approximately \$15,000.

**8. Executive Board Meeting – *Not Open to Public***

The board discussed next years staffing plan and future plan for overall club management. Stacy is having staff review the prior staffing levels and pay rates to develop a plan which may include maintaining an office manager, hiring a new seasonal staffing manager, and a new facility manager.

**9. Future Meeting & Agenda Items**

The next board meeting will be on October 16, 2023 at 6pm

Meeting was adjourned at 7:35 pm