

# Rancho Santa Teresa Swim & Racquet Club

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Chris Seipert (President)

Vic Haddad (Treasurer)  
Michael Kirtland  
Arian Collen

Stacy Valenta (Secretary)  
Ali Kiehn  
Alana Martinez

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## Board of Directors Meeting *Approved Public Minutes* May 17, 2021

### Item Subject

#### 1. Call to Order

Meeting was called to order at 6:00pm  
All Board members present.  
Terrie, Luke, Gwen, Paige & Enrique – Staff member present,  
Ali Kiehn, Rancho member, also in attendance.

#### 2. Approval of Minutes

April 20, 2021 Board Meeting

Action: (7-0-0) Chris moved to approve minutes for the April 20, 2021 Board Meetings.  
Mike seconded the motion.

Documents Filed: April 20, 2021 APPROVED PUBLIC, April 20, 2021 APPROVED EXECUTIVE Minutes.

#### 3. Town Hall

Nolan Seipert – Boy Scout Eagle Project

- Nolan proposed to replace and paint the retaining walls along both sides of the tennis courts. His budget is \$3K, due to the cost of wood. He hopes the cost will be significantly lower. Nolan is working under Luke's supervision to assess, plan and execute his project. Nolan asked the Board to consider his project. The Board will review the request during Executive session.

#### 4. Staff Reports

##### A. Facilities Update – Luke

- Stucco Update: Moving forward. Plans being drawn up by architect for the city.
- Front doorbell is fixed.
- WiFi fixed.
- Arbor lights installed and will be on a timer/controller. They look great.
- Volleyball sand: Luke provided three quotes to replace/boost volleyball sand.  
Action: (7-0-0) Arian motioned to approve up to \$3K for equipment rental and sand for volleyball court. Chris seconded the motion.

##### B. Staff Update (swim lessons) – Paige, Gwen & Enrique

- Private/Semi-private lessons have doubled since April meeting.
- Waitlist has been implemented.

- Staff is prioritizing members vs non-members.
- Swim lesson mentoring of new staff has started.
- Need to reiterate with non-members that non-member siblings are not allowed to swim in any pool when their sibling is having a lesson. Member siblings can swim in the baby pool or back pool but must be supervised by a parent. The main pool is off limits to any swim lesson family, unless the pool is staffed and open during normal club hours.
- Group Lessons sign-ups: 17 sign-ups for first sessions so far.
- Swim lesson banner will go up.
- Memorial Day Plans:
  - 8am for member pop-up set-up
  - Wristbands for pool capacity only
  - Activities and food approved.

### C. Club Manager's Report – Terrie

- Rental Update: 13 rentals w/ deposits so far.
- Delinquent Accounts: All accounts up to date with two already in process with ASAP.
- Non-profit Usage Policy:
  - Board to approve which no-profits can use facility.
  - Paying renters take precedence.
  - Office will communicate pre-determined slot (date/time) for each non-profit.
  - Board will draft formal policy. (Chris – Owner)
- Office Assistant Hiring Plans: Alana will phone screen three viable candidates.

## 5. Director's Reports

- Accounting:
  - ACH bill pay has been set up for most vendors.
  - Approved in 2020: Higher expense clip level for office and facilities without Board approval.
  - Approved in 2020: Only one signature required on checks under \$3K, unless for a reserve funded expense.
- Back Gate:
  - Terrie to speak to tennis and Sea Otters to ensure back gate is not being propped open during their sessions/practices.

## 6. Executive Session: Not Open to Public

- New Board positions

Action: (7-0-0) Chris motions to nominate Ali Kiehn as Board member, filling Terrie Jacopi's vacant seat, until Fall 2021 election. Arian seconded the motion.

Action: (7-0-0) Michael motions to nominate Arian Collen as Vice President. Chris seconded the motion.

- Eagle Scout Project

Action: (6-1-0) Stacy motions to approve budget for Nolan Seipert's Eagle Scout project. Alana seconded the motion.

**5. Future Meeting & Agenda Items**

The next regular, monthly Board meeting is scheduled for June 15, 2021 at 7pm.

Meeting adjourned at 7:20pm