

**MARIN TENNIS CLUB**  
**MEETING OF THE BOARD OF DIRECTORS**  
August 31, 2017, 6:00 p.m.

1. Meeting called to order by President Marty Marks at 6:07 p.m.

Directors Present: Aric Clark, Liz Collins, Joan Corbett, Lisa Cush, Richard Hoffman, John Honey, Marty Marks.

General Manager Chris Horne also present.

Directors Absent: Emily Birkenseer arrived at 6:15 p.m., Maureen Tierney.

2. Approval of minutes from July 27, 2017 Board meeting. M/S/A 7-0.

3. Executive Session – Discussed staffing and need for updating the chart of accounts, financial reports, and having all in good shape for conversion to POS. Move to hire a financial expert with excellent knowledge of Quickbooks on a three month engagement with month to month renewal. Requesting minimum of three references. M/S/A 8-0.

Dinner Break at 7:10 p.m. Reconvened at 7:40 p.m. Richard Hoffman departed.

4. **POS – the New Club Software.** Aric reports that he has a meeting on Sept 12 with the people from POS. We plan to use an updated version of Quick Books, which is necessary to import to the cloud. All thanked and applauded Aric for the extensive work he has done on this project.

5. **Manager's Report**

- **BOARD ACTION: Check Signing:** Approve one signature for checks for \$2,000 or less, as well as payroll. M/S/A 7-0. Chris will notify Bank of Marin of our policy change.
- **BOARD ACTION: Memberships:** Remaining memberships will be sold at full face value with no discounts or initiation deferrals. Installments can be arranged for up to six months, but new member must enroll ACH. M/S/A 7-0.
- **BOARD ACTION: Guide Dogs donation** –Provide a donation to Guide Dogs for the Blind for their fall fundraiser for a six-month family membership valued at \$1500. At the completion of the six months, the membership would terminate or the option to join at full initiation would be offered. M/S/A 7-0.
- **Court Lighting scheduled for completion on Sept 1.** Items remaining:  
1) Installation of shields for courts 8,3, and 7. 2) Disconnecting the photo sensor on each light. 3) Proper adjustment of the lighting angles so we get full court coverage. Instantaneous on/off switch will be working for all lights. Members will be advised to turn off the lights if nobody is in queue behind them.

- **Personnel:** All shifts are covered with a new Manager on Duty (MOD) on evenings and weekends. MOD personnel are Jo, Carlos, Cristian, and Jeri.
- **MEMBERSHIP** – 306 with 3 new memberships effective 9/1.
- **FACILITIES** – repair and improvements –
  - **Men’s locker room** – new shower curtains, replaced sauna switch, repaired bench in spa area, replaced wood furniture with extra patio furniture. Upgraded shower towels.
  - **Beer Garden** – Rearranged bar location for additional space and improved viewing.
  - **Coffee cups** – Purchased new coffee mugs to reduce use of paper cups.
  - **Wine Glasses** – Added two cases of wine glasses to meet demand during large events.
  - **Plastic water cups** – Peter Levy is providing 300 16 oz. plastic cups with MTC and his name on them for reuse. No charge to club.
- **LIQUOR LICENSE** – All information is current with Sept. 2017 renewal.

**Finance:** Marty Marks briefly reviewed finances.

- Café & Bar finances are improving, provided the financial reports are accurate. It was suggested that we have a sign printed for the bar to remind members to sign for corkage.

**House & Grounds:** Aric Clark

- Architectural study: At the end of September, H&G will have more information about the architectural review. Will probably need about \$10k-\$15k to continue the process.
- Men’s Locker Room: No money available for facelift. Will be placed in 2018 budget.

**Tennis Committee:** Liz Collins

- **BOARD ACTION:** It was passed at this meeting that the two-year rule for captains would be rescinded. M/S/A/ 7-0. The Board wanted committees to know that it is important to provide justification for recommendations. It was also felt that the TC should look at various ways to encourage new members to captain, such as having a waiting period where new captains could sign up and then if none did, former captains could do so. Chris has experience with other ways to select teams, and he will present them to the TC for discussion.

**Social Tennis Committee** – Maureen (not present).

- Sign-ups are low for Calcutta; we will encourage more people to sign-up. Conflicts with a possible USTA Sectional.

**Entertainment Committee** – Emily. Chili Cook-off and Poker Night scheduled for Nov. 11.

**Membership Committee – Lisa**

Recommendations have been made regarding various membership types. It was requested that the list be updated to include changes to existing memberships. Discussion deferred to next meeting. New Member mixer on Sept. 10.

How many consecutive years can chairs and members serve on committees?

Two years for chairs and three years for committee members. For discussion at a later date: We need to be sure that we have good continuity and also an opportunity for new members to join.

Meeting adjourned at 9:01 p.m.

Respectfully submitted,  
Joan Corbett, Secretary