

**University City Racquet Club
Board Meeting Minutes
3rd Quarter: September 6, 2023**

Present: In person: Daniel Gant, Lyn Balagtas, David Livingston, Bob Siegel; Aurelie Udall (Director of Tennis); Rick Beltran (Club Manager) Hector Leon (guest); Wei Cheng (guest); remotely: Keith Chin

Absent: None

Call to Order: 6:10 pm

Announcements:

- July 20, 2023: Member-at-Large Lyn Balagtas appointed to Vice President (to fill vacancy created when VP Daniel Gant moved up to President in June) and voted in unanimously by the Board.
- August 3, 2023: resignation of Eric Johanson as Member-at-Large

Approval Of Agenda: Approved with consensus

Approval Of Minutes: *Minutes for UCRC Board Meeting of June 7, 2023.*

Reports

Treasurer's Report (Keith Chin):

- a. UCRC Chase bank account had a balance of \$19,046, an additional \$6,660 is to be transferred from CR account to UCRC in the next week.
- b. In the months of July/August ACTA has brought in instruction revenues of approximately \$65k, of which approximately \$9.5k goes to UCRC (after merchant fees). Keith notes that a good portion of the instruction revenue is pre-paid for 11 – 12 week academy, so there will be a dip over the next one to two months until the next season starts.
- c. Revenue for UCRC from July 1, 2023 – August 31, 2023, was comprised of: \$9.5k in instruction; \$5.0k in new memberships \$2.6k in guest fees; \$465 from round robin; \$1.1k in league fees; and \$325 in ball machine fees. Keith notes that these figures are based mostly on CourtReserve information but also include Square and Venmo information so final numbers might have a slight variation.
- d. Payroll is the largest expense for UCRC with annual payroll estimated at \$72-\$75k annually.
- e. Other expenses paid in 2Q and 3Q: \$2.3k for early termination of RacquetDesk contract (2Q); \$1.5k Thrasher Termite (2Q); \$4.5k for court lighting repairs and maintenance; \$1.4k Liberty Mutual Property Insurance (annual); \$1.0k Marsh & McLennan D&O insurance (3-year pre-pay); \$700 USTA liability insurance (annual); \$2.3k deposit for bathroom remodel. Recurring monthly expenses: \$175 CourtReserve (monthly); \$100 Intuit (monthly payroll); \$126 ATT Internet and phone (monthly).
- f. Above income figures include fees paid for canceled event or classes that were pre-paid. A downward adjustment to the revenue figures is anticipated in the amount of \$600 to UCRC due to these cancelations.

Director of Tennis Report (Aurelie Udall):

- a. Clinics are currently up and running with anticipated support.

- b. Clubhouse is now fully staffed, including Club Manager Rick Beltran, who is working most weekday mornings.
- c. Tournament planned for October 20 & 21 is in the early stages of registration (19 players registered); however, as the date of the tournament draws near, greater response is anticipated. Currently allowing participants to enter one event due to scheduling conflicts with only 6 courts available.

Old Business:

- a. Grants from Greater San Diego City Tennis Council and San Diego District Tennis Association for windscreens and future resurface of court 1 continue to be worked on by Daniel Gant. Currently have \$3.3k in donations for project, current estimate is \$9k per court and approximately \$8k for windscreens.
- b. Trimming and removal of overgrown weeds and shrubbery was completed behind courts 3&4. Clean up behind courts 5&6 needs to be completed.

New Business:

- a. Application for grants from USTA for lights will now be applied for by Rick Beltran. Additional grant funds might be available through the County of SD for same project.
- b. Review current Bylaws of UCRC to include the consideration of term limits as well as several other changes needed to set up the club for long-term success and sustainability.
- c. Election of board members to take place before end of year.
- d. Bob Siegel will make contact with Tim O'Shea (club member) to ensure that clubhouse entrance / exit is ADA compliant.
- e. Renovations of clubhouse facility after bathroom remodel (1) Repair roof to address leaking issues especially noticed in restroom; (2) Paint interior and exterior; (3) Replace lighting, so it's consistent throughout clubhouse.
- f. Lyn Balagtas suggested we obtain quotes for tinting the sliding doors of the clubhouse, especially on the NE and SE sides to help prevent possible burglars from being able to see the contents of the clubhouse. Additionally, tinting on the upper NW and SW windows could prevent the sunlight from being uncomfortably bright in the afternoons.
- g. New Primo water filtration system to be installed in clubhouse at a cost of \$30 per month / 1 year contract presented by Daniel Gant. **M/S/P**
- h. Email to members continuing to (1) request donations/support for the club; (2) Utilize CourtReserve for a membership directory with current skill levels to make it easier for members to find players of same or similar skill levels to play with or against. Members can opt out of being included in directory.

Next Regular Meeting: December 6, 2023

Adjourned: 8:08 pm

Minutes prepared by David Livingston.