

**University City Racquet Club  
Special Board Meeting Minutes  
May 6, 2023**

**Present:** In person: Kelly Jernigan, Daniel Gant, Keith Chin, Bob Siegel, Lyn Balagtas, David Livingston; Patti Sherron (club member)

**Absent:** Simon Shen (Club Director)

**Call to Order:** 10:15 am

**Announcements:** None

**Approval Of Agenda:** Approved with consensus.

**Approval Of Minutes:** N/A

**Treasurer's Report (Keith Chin):**

1. Work is continuing on building a budget; progress is being made using financial records obtained from Simon and the accountant.
2. General goal is to increase revenue from instruction and increase the percentage of that revenue that comes to the club: approximately 6% from Oshens and we'll be looking to get the maximum allowed by the SUP in 15%

**Club Director's Report (Simon Shen):** none – the board requested Director to be present

**Old Business:**

1. Resignation of Club Director and items where clarification is needed (Kelly, Daniel)
  - a. Cancel Racquet Desk contract: is an early buyout possible? Keith to research
  - b. What date will Simon discontinue offering classes and clinics?
  - c. What is the schedule for summer leagues?
  - d. Will any of the current staff be retained and hired by the club after Simon leaves?
  - e. Ask Simon to work with the Board to send a joint email to the members to announce his resignation and assure members the club will continue to function
2. Club restructuring
  - a. Daniel and Kelly have been in contact with local tennis club leaders to better understand the clubs' operations. In general, most clubs offer the same instructional revenue split: 85% to Director of Tennis and 15% to the club
3. Membership drive
  - a. Tennis Fest: Daniel and Keith volunteered at the booth with support from board members Kelly Jernigan and David Livingston; and club members Anne Cass and Eric Johanson. Lots of good networking, including a couple possible candidates for staffing needs; one new member joined.
  - b. The booth rental = \$100 and flyers printed = \$75, but can be used at future events

**New Business:**

1. Court repairs:
  - a. all 48 court lights are functioning. Total estimated cost: \$3000-3500.
  - b. Ferandell will assess the courts the week of May 7 and give us a bid
2. Change in court reservation time limits to allow 90 minutes for singles, 120 minutes for doubles; **M/S/P (U)**; will be communicated to Simon

**Next Regular Meeting:** Wednesday, June 7, 2023, at 5 pm

**Adjourned:** 11:40 am

Minutes prepared by Daniel Gant.