

**UNIVERSITY CITY RACQUET CLUB**  
**BOARD MEETING MINUTES**  
September 7, 2022

**A. CALL TO ORDER**

The meeting was called to order at 5:11 PM.

Attendees: Daniel Gant, Lyn Balagtas, Bob Siegel, Helen Green, Simon Shen

Zoom attendees: Keith Chin

**B. APPROVAL OF THE MINUTES** - (6/15/2022 Meeting Minutes)

Motion to pass by Bob, second by Lyn. Unanimous approval of minutes.

COMMUNICATIONS (Items not on agenda limited to 3 minutes and non-debatable). Nothing reported.

**C. TREASURER REPORT**

Joe is not present; we will discuss in more detail at the next meeting.

We spent 3K on windscreens that arrived today.

We will begin membership renewals in October. There is approximately 15k in bank account presently.

There was a brief discussion regarding how much it cost to staff the club. The city no longer allows us to have the courts open without staff present. We would like to have the club open throughout the day, but this is not financially possible at this time. Costs of running the club for the upcoming year will be addressed at the next meeting as part of the discussion of membership fees.

**D. PRESIDENT'S REPORT**

Kelly not present, out of town.

**E. TENNIS DIRECTOR REPORT**

a. Membership

UCRC has 170 memberships, and 312 members. We are continuing to take new memberships. The initiation fee is currently a one-time \$100. If a membership is not renewed by February 28, the \$100 initiation fee needs to be paid again.

Courts are very busy, and our 6 courts are full between 4:30-7:00. Weekend evenings are quiet.

b. USTA League

We have about 8 teams. Cost is \$250 or \$350 depending on how many hours they play.

There are no matches before 11AM, so as not to interfere with members

playing. All 6 courts are used during this league match time. Mostly they play their matches on Saturdays and Sundays.

Wed and Fri we have one team playing in the morning and they pay a \$75 (current non-UCRC member fee) flat rate for 3 courts for 2 hours.

c. Junior Summer Program

There were 2 sessions with a total of 12 kids. It went very well, courts 4,5,6 were used.

d. Bench Plaques

Cost for the plaque on the bench is \$800. Court 4 has a bench with a plaque that was put on today. The benches cost \$600 each.

e. Updated window Decal

The window decal outside of the clubhouse has been updated with our current hours:

Weekdays: 8:30am - 12:30pm, 3:30-7:30pm

Sat/Sun: 8:30am - 4:30pm

f. Staffing and training

Payroll 5k for 2 weeks

g. Membership Renewal for 2023

Membership renewals will start in October. There was a discussion regarding increasing fees to pay for the cost of running the club including staffing. This topic will be discussed further at the next meeting if not before. We will review the cost of running the club including employment wages, with the projected income that will come from 2023 memberships.

## **F. OLD BUSINESS**

## **G. NEW BUSINESS**

a. Lights

Before we replace the lights, it was agreed that we need to resurface court one. The approximate cost will be 6k. Lights will be approximately \$1,800 for 1 LED bulb. There are 8 lights per court.

Short term for lights, Simon will call city to look at fixing light fixture on court. It is \$500 for the lift, and \$75 per bulb. 8 bulbs per court. In the past we have rented the lift, and Brad changed the bulbs.

b. First Aid, AED

We have a first aid kit with Band-Aids, ice, gauze. AED (automated external defibrillator) is not present in the clubhouse. Simon will ask Salome for input on this.

c. UCRC Club Shirt

Shirts cost us \$11.69, they are being sold for \$22 (tax included). We have them in the clubhouse to sell.

d. Director and Officer's Insurance Policy

Cost of policy per year is \$589. On September 1<sup>st</sup>, there was a unanimous vote for the D&O policy (Non-Profit Directors and Officers Liability Limit Options), costing \$589.

e. USTA League Court Rental Rules

Court Rental is \$75 per match

Non-member \$5 guest fee for match and practice

Team Captain Members will not be receiving a discount

f. Courts Cancellation policy/No show Policy

No show policy: Keith made the motion: First no show per month, get a warning, 2 no shows same month, cannot make a reservation for a month. 3rd time, again, no reservation ability for one month. Resets each calendar year.

Lyn seconds the motion. Unanimous vote of the 5 board members present.

g. Chewing gum issue

Staff is finding gum on the backs of benches, and on the courts. It was agreed unanimously to ban chewing gum on the courts. It will be written on the white board.

h. Discussion regarding Alexis' email

Currently we are charging \$25 per court for 2 hours. There are 3 courts used, that is \$75 for the 3 courts for 2 hours.

Helen made a motion to charge \$100 for the 3-court rental for next season, starting in January. Second for the motion was Bob. Everyone was in favor: unanimous approval.

**H. NEXT REGULAR BOARD MEETING: December 7, 2022**

**I. Adjourned 6:30 pm**

Respectfully submitted,

Helen Green