

**Board Meeting Minutes, Tennis Club of Albuquerque  
Jul 16, 2024, 5:15 p.m.**

**In Attendance:**

X	Jim Schloss	X	Jeff Hagemann
X	Allen Parkman		Dolores Busch
X	Liz Briganti		Jim Mackenzie
X	David Zumwalt	X	Krishna Goradia
X	Eric Meiers		Chris Philips
X	Don Newman		Leon Redman

**Agenda Items**

**Time  
5:25 pm**

**1. Call to Order**

**2. Approve Minutes from 12 Jun 24**

**5:26**

- Jim moved
- Alan seconded
- All affirmed

**3. Action Items from Last Meeting**

**5:27**

- Board to discuss adding 2-hr block times starting at 7 a.m. versus reservations – agreed to leave open without action (OPEN)
- Liz to coordinate acid washing surface around pool – agreed to leave open without action (OPEN)
- Board to re-examine percentage take after rates are raised this Summer (OPEN)
- David to work with Liz on improving racquet and string sales using existing \$12,000 of inventory (OPEN); entire inventory was catalogued, next: they need to determine how to display inventory to put it up for sale; additional inventory found
- Develop a TCA budget plan and present it to the membership (Jeff) (CLOSED)
- Develop tennis court (2-5, 8-9, 12-13) lighting plan (Krishna and Mac) (OPEN--IN PROGRESS)
- Liz contacted USTA re: grant for lighting to pay CJT Electrical (CLOSED)
- Jim recommended club designate a press representative (OPEN)
- Eric and Liz to collaborate on project plan for painting between Court 3 and Court 4 once prep work is complete (OPEN, awaiting completion of sandblasting, which is scheduled for Fri 14 Jun)
- Krishna to determine if the company presenting the \$62k proposal has light meters to ensure lumens satisfy USTA requirements; should receive information this week (CLOSED)

- Liz to contract with Kevin Wade on website upgrade (\$3,800) (CLOSED)
- David to work with Kevin Wade on website content (CLOSED)
- Krishna to reach out to CJT Electric for schematics and detailed cost so that we can provide that information to USTA for funding (CLOSED)
- Chris to solicit bids (OPEN)
- Chris to follow up on use of volunteer labor (OPEN)
- Jeff to provide status of tax return to be forwarded to lending institution (OPEN)
- Integrate graphics and art from Chris, Steve into next update (CLOSED)
- Liz to consider use of green boxes (for 600 used tennis balls) that get recycled by a company in Vermont (OPEN)

#### **4. Manager's Report – Liz**

**5:35**

- See the Manager's Report emailed by Liz to board members
- Court 4 sandblasting still to be done; Chris recommended completing the work; Liz and Eric to organize paint party per above tasker
- Charles attempted to use composite wood for bleachers, problem is that support structure cannot be more than 12" on center to support composite wood; existing metal structure exceeds that standard; Eric recommended #1 pre-treated pine
- Liz continuing to accept summer membership, now at a prorated amount
- QuickBooks Online has complicated tracking of income types

#### **5. Financial Report – Jeff**

**5:50**

- See the Financial Report emailed by Jeff to board members
- Capital Fund should be at \$ 81k
- Operating Account balance at \$ 265k, Liz to move \$ 55k to Capital Fund
- Liz to transfer \$ 31k in donations to Capital Fund from Operating Fund
- Donations exceed \$ 70k; pledges are about 90% of this total
- Swim team revenue approx. \$ 26k

#### **6. Tennis Report – David Z**

**6:01**

- Quality of instructor has been better than last year (parents' consensus feedback)
- Funds transferring properly out of Stripe and into bank accounts, manually accomplished on almost weekly

**7. Lighting Report – Krishna G** **6:05**

- Light to get changed out on Court 5 this week
- Krishna to get schematics this week; also working to get start date from vendor
- Lighting project approved by vendor to be paid in installments

**8. Website Update – Don N** **6:08**

- Need volunteer to maintain/update website as needed

**9. Duke City Open Update – David Z, Liz, Don N** **6:09**

- Don recommended increasing loan amount from bank
- Don recommended spending \$ 1,500 on professional fundraisers; Jim moved to vote; Eric seconded; board subsequently agreed to table vote so that all board members can vote as several are absent tonight
- Jim, Liz, David, Don, Eric to meet next Thurs 25 Jul at 4 pm in a sub-board mtg

**10. Construction Update (Chris)** **6:38**

- No requests sent to previous bidders; will act on in the next 2 weeks, await response from bidders
- Construction still planned to start Winter 2024/early 2025 and finish Spring 2025
- Practicality of volunteer labor is difficult versus using a Bobcat, amount of savings is unknown

**11. Set Next Meeting Date** **7:00**

- Tues Aug 13, 5:15 p.m.

**12. Adjourn Meeting** **7:01**

- Eric moved to adjourn
- Jim seconded
- All affirmed

**Action Items Generated from Meeting**

- Liz to investigate swim team account
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