

Board Meeting Minutes, Tennis Club of Albuquerque
Jun 12, 2024, 5:15 p.m.

In Attendance:

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

Agenda Items

Time

1. Call to Order

5:27 pm

2. Approve Minutes from 7 May 24

5:28

- Eric moved
- Krishna seconded
- All affirmed

3. Action Items from Last Meeting

5:29

- 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) (OPEN--NOT YET STARTED)
- Develop tennis court (2-5, 8-9, 12-13) lighting plan (Krishna and Mac) (OPEN--IN PROGRESS)
- Leon to complete and submit application to USTA (Hector Gonzales, 407-462-2538) by 1 May in cooperation with David Z and Chris P (to write a joint letter of intent and send via separate email to Mr. Gonzales in conjunction with application timing). Action complete (CLOSED)
- Leon R to contact USTA re: grant for lighting to pay CJT Electrical (OPEN)
- 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 (OPEN)
- Liz to print ballots and send email to membership re: May 21 membership meeting; item closed without action as enough membership responded without need to print ballots and email membership (CLOSED)
- Liz to contract with Kevin Wade on website upgrade (\$3,800) (OPEN)
- David to work with Kevin Wade on website content (OPEN)

4. Manager's Report – Liz

5:39

- See the Manager's Report emailed by Liz to board members
- As of 12 Jun, many Summer membership fees are not entered in new QuickBooks account; coaches and other payroll have not been expensed yet
- Jim wants to accommodate 10 additional Summer memberships to increase revenue; board members unanimously concurred; if more than 10 apply, board will revisit
- Liz bought additional furniture for pool area
- Swim team and swim lessons end around July 15, freeing up Summer member pool use
- Saturdays and Sundays have been extremely busy this year

5. Financial Report – Jeff

5:47

- See the Financial Report emailed by Jeff to board members
- *Need tax return status from Jeff to forward to lending institution

6. Summer Memberships and Discussion (All)

5:49

- Most memberships are paid up front, some are paying in installments
- Liz sent "Code of Conduct" reminder via email to address a number of concerns

7. Tennis Report – David Z

6:02

- Never heard back from female pro re: joining as a teaching pro in May
- Solid Summer staff has been hired; most have worked here previously
- New sign-up system working very well; Stripe showed \$10,000 revenue in May and another \$7,000 so far in June
- Most programs are full
- Tennis revenue is expected to go up significantly compared to last year
- Paying out a lot less in salary due to smaller staff (6 vs. 12 last year)

- David's schedule is full, not accepting more teaching/coaching requests; may need to hire additional part-time staff; Rafa not teaching until his Netflix gig has ended; Adomas teaching minimally
- Best pipeline for new talent is the club's relationship with APS

8. Lighting Report – Krishna G

6:13

- Krishna to reach out to CJT Electric for schematics and detailed cost so that we can provide that information to USTA for funding

9. Website Update – Don N

6:14

- Donor portal has been added
- Received graphics and art from Chris, Steve to integrate to next update
- Morgan-Stanley declined to sponsor Duke City Open
- PNM (POC: Patrick Apodaca) does not provide donations to organizations that are not 501c3

10. Construction Update (Chris)

6:42

- Chris won the 70+ Senior Olympics singles tournament at the NMSU Tennis Facility
- NMSU has green boxes (for 600 used tennis balls) that get recycled by a company in Vermont; members would drop used tennis balls in these boxes; Liz to consider this as a COA
- John Sanchez volunteered to help with demolition labor (pro bono); no ability to dispose; Felipe to oversee changes to sump block walls; Chris to follow up on use of volunteer labor
- Chris to solicit bids; board unanimously concurred
- Chris will be away for next 3 months

11. Set Next Meeting Date

7:07

- Tues July 16, 5:15 p.m.

12. Adjourn Meeting

7:08

- Jim moved to adjourn
- Krishna seconded
- All affirmed

Action Items Generated from Meeting

- Krishna to reach out to CJT Electric for schematics and detailed cost so that we can provide that information to USTA for funding
- Chris to solicit bids
- Chris to follow up on use of volunteer labor