

**Board Meeting Minutes, Tennis Club of Albuquerque**  
**Mar 4, 2025, 5:15 p.m.**

**In Attendance:**

X	Valkyrie Musarra	X	Chris Philips
X	Krishna Goradia	X	Charlie Finley
X	Eric Meiers	X	Jim Schloss
X	Jeff Hagemann		
X	Glenda Sanchez		
X	Liz Briganti	X	= in attendance
X	Jim Mackenzie	C	= called in via Teams
X	David Zumwalt	U	= unavailable

**Agenda Items**

**Time**

**1. Call to Order**

**5:23**

**2. Approve Minutes from February Board Meeting**

**5:24**

- Eric moved
- Krishna seconded
- All affirmed

**3. Construction Update – Chris P**

**5:25**

- Bank approved loan for Option 3, club plans to raise additional funds to get Option 2 complete independent of bank loan
- Four different permits must be obtained; obtaining required permit for construction to begin in Spring unknown, so project pushed to Autumn with demolition starting last two weeks of July but not later than 1 August with court construction occurring in Sept and Oct
- Liz signed county permit proposals during Board meeting
- \$ 3,800 spent to develop electrical plan; included in plan is inspection and analysis of existing electrical system for sufficiency
- Reuse steel structure for Courts 2 and 3 to save money; Chris Tafoya (CJT Electric) will begin construction on 24 Mar; light fixtures will ship on 11 Mar and arrive on 18 Mar; satisfies USTA Level 3 lighting standard; project should be complete by end of Mar
- Pres, VP, Treasurer and Club Manager to be authorized signers on new Nusenda savings account, required for loan

**4. Quick Books Update – Liz B and J.J. Johnson**

**5:44**

- \$ 207,000 in TCA sales transactions were unmatched; some accounts reconciled and closed out, as appropriate; as of this billing period less than \$ 100,000 in transactions remain unmatched, a tremendous improvement in invoicing in such a short period of time

- Significant process change includes entering current month charges "live" rather than holding charges for a month; current month charges has only included dues; in the future, clinics, lessons, snacks, etc. will bill in the current month rather than the following month
- Process change will be communicated to membership
- Inventory control of racquets, stringing, and accessories has greatly improved over the past month with live entry of purchases into Quick Books; previous TCA employees did not manage inventory management effectively, hurting club profits
- Funds not collected beyond 90 days overdue in Quick Books will continue to be extremely difficult to collect unless manually accomplished by Liz and Monica, which has been done for several months now; estimate of aged (91 days or more overdue) accounts is approximately between \$ 18,000 and \$ 25,000 with 3 accounts owing a combined \$ 9,000 and 16 additional accounts overdue by more than \$ 1,000
- Liz and J.J. to investigate bank debit (1%) fees and credit (3%) fees being passed onto club members rather than invoicing fees separately
- Liz and J.J. to investigate Quick Books card reader that will automatically transfer purchases to Quick Books

## **5. Action Items from Prior Meetings**

**6:34**

- Jeff H. to examine club expenses/profits before a board vote is taken, members vs. non-members to be looked at (OPEN)
- Krishna to get lighting quote; Chris completed task (CLOSED)
- Liz to submit project cost summary to banks (CLOSED)
- 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; agreed to leave open without action (OPEN)
- David continues to work with Liz on improving racquet and string sales using existing \$12,000 of inventory (OPEN); entire inventory was catalogued, next: need to determine how to display inventory to put it up for sale; additional inventory found
- Jim recommended club designate a press representative; Jen Wolcott (doing work for Lobo Club) and Lindlay Bach under consideration for managing social media accounts (OPEN)
- Liz to consider use of green boxes (for 600 used tennis balls) that get recycled by a company in Vermont (OPEN)
- Liz to investigate swim team account (OPEN)
- Eric to discuss wet-vac price quotes at board meeting (CLOSED); Board unanimously agreed to purchase one battery operated wet-vac

- 6. Manager's Report, Loan Update – Liz B** **6:44**
- See the manager's report provided via email
  - Charles has done repair work on Courts 2 and 3, David touted work as important to maintain courts for the next year
  - Fitness Center locks have been changed and residency issue resolved
- 7. Financial Report – Jeff H** **6:52**
- Jeff completes an aging report at least annually; overdue accounts have been reduced from 90+ to less than 20
  - Capital funds account reduced from \$123k to \$107k to pay for lighting
  - Donation program total sits at \$ 23,460; pledge total sits at \$ 86,350; matching donation program sits at \$ 14,000+, \$ 50,000 needed to earn matching funds from anonymous donor
- 8. Tennis Report – David Z** **6:57**
- Anna out indefinitely due to family-related issue
  - Rafa and Luke helping out to fill in instruction gap due to short staffing
  - Alex K continues to be out of teaching due to recovery from surgery
  - Live Ball sign-ups are typically 70% members, 30% non-members
  - During the construction months this Summer, TCA will accommodate pickleball players with temporary lines on Court 12; drop-in to move from 1100 to 1130 on Sundays
  - Board discussed teaching pros take rate. Tanoan keeps 25% of revenue first year, 15% subsequent years. David recommended matching Tanoan's subsequent year take rate. David recommended changes to lesson fees at the end of Summer 2025 or first month of 2026.
  - Board voted unanimously to revise league fees for 2025 as follows: \$ 75 for 18+, 40+; \$ 50 league fee for mixed, 55+
- 9. Committee Updates – Glenda S** **7:35**
- Glenda to research ReserveCourt software and make a presentation to Board
  - No March social events planned
  - Allowed two fundraisers per year (swim team is one)
- 10. Set Next Meeting Date** **7:45**
- Tues 8 Apr 2025, 5:15 pm
- 11. Adjourn Meeting** **7:46**
- Valkyrie moved to adjourn
  - Charlie seconded
  - All affirmed

**New Action Items Generated from Meeting**

- Liz and J.J. to investigate bank debit (1%) fees and credit (3%) fees being passed onto club members rather than invoicing fees separately
- Liz and J.J. to investigate Quick Books card reader that will automatically transfer purchases to Quick Books