Norwich Racquet Club Minutes

Coldwell Banker Office

East Wheelock Street

Wednesday 6-8pm

May 18th, 2016

**Attendees:** David Barlow, Sugar Genereaux, Shelley Gilbert, Dan Gottlieb, Anne Janeway, Andrew Pachner, Jim Petrillo, Bruce Genereaux. Absent: Ted Thompson

**Welcome:** Sugar Genereauxopened the meeting.

**Approval of Minutes: Wed April 4th, 2016**

**Financial Report:** The Board reviewed the budget and report provided by Bruce Genereaux There are no major concerns moving into this year. Propane usage was significantly less this year along with shoveling costs due minimal snowfall thru the winter months. Some discussion occurred around timing of annual dues notice and a later timeframe was approved. The Board discussed general areas related to phone usage and costs. There are still 20-25 outstanding membership fees that still need to be collected from initial dues notice.

**Actions:**

* The Board moved and seconded to adjust the policy and procedures to reflect Annual Membership and Dues notice to go out by the Treasurer in late April. David Barlow to make adjustments to document.
* Dan Gottlieb will look into a rechargeable track phone to be place in the hut versus current phone line to save cost on monthly fees.

* Bruce Genereaux to follow up with members who still owe Annual Dues.

**Tennis**

The Board reviewed the current process for our new contractor. The courts were opened much earlier this season due to above average seasonal weather and availability of the New Contractor, Tom Inglis. There were some court issues related to the early opening and maintenance of the court surface. The need for more frequent rolling prior to allowing play on the newly surfaced courts helped to remedy this and will likely be a process that should occur each spring when the courts are resurfaced. There was general agreement that Tom provided adequate service for the court preparation process.

New Sprinkler heads were installed, a rain timer placed and the court system reprogrammed for daily watering of the courts. Instructions were placed by the timer units.

**Actions:**

* Joanne Wise to complete scheduling contract times by the end of May and all contracts will be entered into the schedule by David Barlow for a June 1st start to contracts. This will be for the first half of the season. August and September contracts will be sent out in early July.
* David Barlow contacted Dickinson Plumbing to access broken water fountain. A part needed to be ordered. Dickinson is expected to repair the fountain once the part comes in. Expectation was 3 weeks to get the part. David will call in early June to check on repairs.

**Tennis Open House**:

The Board will look to hold Tennis Picnic on June 12th at the NRC courts. Format will be same as last year with cookout, games, free guest play for tennis and paddle. All Board members provided input on flyer and notification to members. The club will provide ice, tables, grills, and paper /plastic goods for the event. A 4pm start was decided.

**Actions:**

* David Barlow will in develop flyer for the Tennis Picnic.
* Shelley Gilbert will act as the event coordinator and email contact for members.
* The Board will look for volunteers to help in supporting the event over the next month for supplying table/chairs and grills for the event.

**Friday Night Open Play**:

The Board discussed the continued effort to have Friday night social play from 6-8 pm. Guests to play for free. The Board discussed various ways to help promote the evening play and to encourage greater awareness and attendance with our members.

**Actions:** David Barlow to send out notification to members. Planned start is June 1st 2016

**Paddle Update:**  The Board discussed continue work that needs to be completed by Court Pro related to addition of blowers to corners of the courts. Some concerns were expressed concern corners closest to heaters that may not be getting good flow and southern most areas of the south court. Blowers were on back order and installation has been delayed expect court pro to address this summer. The Board discussed potential addition of insulation under the court.

Solar lights were added to the Paddle hut door and Norwich sign. The Board agrees this has been beneficial. Additional lighting on the pathway was discussed as well and considered worthy of moving forward with.

**Actions:**

* David Barlow to connect with Court Pro on status and installation.
* Dan Gottlieb to look at the paddle courts to determine amount of current insulation and develop pricing of bubble wrap insulation for Board review.
* Dan Gottlieb to look into added lighting along the pathway and financial cost were approved by the Board.

**LED and Courts Lights**:

The Board did not engage in any further discussion on the LED proposal. The actually cost is much lower given Rebate offered by the state which would lower cost closer to 7,000 for installation versus 12,000 originally thought to be. The Board did discuss reaching out to the contractors to see if there is any indication on how long the rebates may be available

**Actions:**

* Jim Petrillo to look in State Rebates and gather any input on how long these rebates may continue.

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**By-Laws:** The Board reviewed the Bylaws and expected changes originally submitted by Sugar Genereaux. Additional bylaw changes were presented noted by Ted Thompson and David Barlow.

The changes are noted below

**#1 Amend the following section by addition**

Section 1. ANNUAL MEETINGS

The annual meeting of the stockholders shall be held in the fourth quarter of each calendar year***. at which time the candidates for Board of Directors positions shall be elected and annual financial and committee reports given. The hour and place of the Annual Meeting shall be fixed in the notice of the meeting.*** In the event of the failure to hold said meeting for any cause, any and all business which might have been transacted at such meeting shall be transacted at the next succeeding meeting, whether special or annual.

**#2 Amend the Following section by deleting the first sentence.**

Section 4. MEETINGS AND NOTICE THEREOF

**A meeting of the Board of Directors shall be held concurrently with each annual meeting or special meeting of the stockholders at which they are elected, and no notice thereof need be given.** Meetings of the Board of Directors may be held at such place and at such time as the Board of Directors may by vote from time to time determine, and, if so determined by the Board, no notice thereof need be given. Additional meetings may be called by the President at any time or place, provided, notice of such meeting be given by the Secretary, or, in the case of his/her absence, inability or failure to act, by such officer of the corporation as the president shall name. Notice of all meetings of the Board of which notice is required shall be given to each director in person, by telephone, by mail or email addressed to his/her last known place of residence at least five (5) days prior to the date of such meeting. Notice of any meeting may be waived in writing by any director with respect to such director, and will be waived with respect to any director by his/her attendance at such meeting.

**#3 Amend the following section by addition**

Section 2. ELECTION AND TERM OF OFFICE

Each officer shall be a member of the Board of Directors and shall be elected at the ***first meeting of the Board of Directors following the*** Annual Meeting of the stockholders. ***Officers are******elected*** for a term of two (2) years or until his/her successor shall be elected. The Board of Directors shall have the power to appoint a person(s) to fill a vacancy occurring in any office(s) to serve for any unexpired term. In case of the temporary absence or disability of any officer, the directors may appoint a substitute to perform the duties of such officer during his/her absence or disability, and such appointment shall be conclusive evidence of the authority of such substitute.

**#4 Amend the following section by deletion of this sentence**

Section 5. STOCKHOLDERS RIGHTS

Stockholders who purchased their stock prior to July 1, 2005 are encouraged to waive their right of redemption except for the $1.00 so that their purchase monies may be available for capital improvements to the club’s facilities. ***Any Stockholder who so waives his/her right of redemption shall retain all other rights and privileges of being a stock holder.***

It was Moved and seconded to accept bylaw changes as discussed. Motion Passed.

**Actions:** David Barlow to prepare redlined copy for Annual meeting with all changes to be sent to full membership. Expect notification to members in September once Annual Meeting date is set.

**Policy and Procedures** The Board discussed some outdated items and formatting with Policy and Procedures Manual. Most specifically with regards to timing of dues notice which will be changed and updates for guest fees.

**Actions:**

* David Barlow to update and send to Rick for website update

**Respectfully Submitted**

**David R. Barlow**

**NRC Secretary**