**NRC Board Minutes**

**May 21st, 2014**

**Paddle Hut Pavilion, Norwich**

**7:00-9:00PM**

**Board Attendees:** David Barlow, Martin Butler, Bruce Genereaux, Sugar Genereaux, Ted Thompson, Todd Tyson.

**Absent:** Cathy Hazlett, Rick Higgerson, John Trautlien

**Meeting was opened by Sugar Genereaux, Club President**

Motion to accept the Board Minutes from the March 19th 2014. Board meeting was moved and seconded. Motion passed without any further changes.

**Treasurers report:**

**Financial report:** TheClub budget was presented, current operating costs are on track as compared to last year with no major expenses expected to alter the club projected budget this year. Capital Accounts are in good order and we discussed at length various club projects and the availability of funding various projects this year and in subsequent years.

 **Actions:** Our treasurer is looking to prepare a long term projection for club revenue and expenses over the next five years to help with long term growth and health of the club and to help guide capital planning for the club.

**Landscape Items:** The Board approved the following projects and expenditures.

**Mowing –** Starting this year 2014- We will contract with Countryside Property Management.

**Light pole repairs and Construction of walkway path:** The Board approved the creation of a new walkway which will run from the path to the pavilion and down to the tennis courts. This project will also include repairs to the light poles. Drainage around this area and improved fixation of poles will be addressed as part of this project. The work is being contracted to James LaMontagne Landscaping.

 **Actions:** Bruce Genereaux to coordinate projects with contractors.

**Board Indemnification:**

The Board has continued to discuss and look at options regarding liability policies. Several quotes have been obtained but further legal review and advice to be obtained at this time.

 **Actions:** Bruce Genereaux to consult with legal counsel and bring back proposal to the board for review.

**Dues –** Our current dues structure will remain as is.

**Paddle Hut Upgrades:**

The Board discussed general need to upgrade paddle hut. A proposed budget is being prepared for Board review which will be completed via email discussion. Expected expenditures are in the range of $1000.00 - $1500.00. Final approval to be determined. The timing of this project is expected to occur over the summer.

 **Actions;** Rick Higgerson to complete final proposal to the Board

**Paddle Court Maintenance:**

The Board discussed and reviewed the 6 year plan provided by Reilly Green Mountain to preserve and ensure the integrity of the Paddle Courts. Portions of the projected plan were completed last year. We are still awaiting a quote on moving the electrical conduit from Richards electric which will need to occur prior to some portions of repairs by Green Mountain can be initiated. The cost may be variable, but once this is known further upgrades to the courts will be determined. The Board discussed the need for repairing / replacing all the wires, potential resurfacing or painting of the north court, which are all portions of the plan provided by Green Mtn. The expected capital outlay is expected to be in the range of $10,000.00 which was approved by the board. The Board is expected to finalize the details over the next month to initiate this project prior to the start the fall paddle season.

 **Actions:** Bruce Genereaux to obtain quote from Richards Electric. The Board will the Board will discuss via email various portions of the proposed plan to determine what upgrades make sense for this year based on the projected long term needs of the courts.

**Tennis Reservations:**

The New reservations system is ready for launch and will begin use as of Monday May 26th 2014. We will terminate our contract with Contact Communications as of June 1st 2014. All member contract times for tennis have been added to the system and all members have been notified of their sign-ons. Members have been encouraged to contact David Barlow with any questions and the Board will continue to provide additional education to all members as needed.

**Website:**

There was limited discussion on the website. The Board is looking to develop a better focus to the Website and to best address using the website for members and general community awareness.

 **Actions:** Sugar Genereaux to develop a Board survey to look at various aspects of the website and help to determine some consensus on the purpose and function of the website. This will be sent to each board member and discussed at the next Board meeting.

**Policy and Procedure Manual** – The Board has approved the completion of the Policy and Procedures Manual. Addition of the New Reservations system will be added

**Review of Semi-annual meeting April 22, 2014**

The Board reviewed the proceedings of the Semi – Annual meeting. Discussion focused on overall attendance, success of the meeting and need for predetermined budget process. Considerations of how to continue to enhance the meetings as well as to encourage greater attendance were topics discussed. The Board will consider additional programming, such as speaker, and other ideas as an ongoing process throughout the year in preparation for next year’s spring meeting.

**Job Descriptions:**

Motion was passed to have the Job Descriptions tabled at this meeting and to have the Executive Committee review the Job Descriptions separately.

 **Actions:** The Executive Committee will review Job descriptions over the summer and present further changes to the board when completed for discussion and review.

**Paddle Tennis**: The Green Mountain Open will again be hosted this fall. The dates for the tournament will be Nov 7, 8th and 9th . This year we will try running a women’s tournament on the Friday and continue with the Men’s and Mixed competitions on the weekend. The Club event will be held at both the NRC Club and the Quechee Club.

 **Actions:** David Barlow/ Sugar Genereaux to coordinate dates with the Quechee Club.

 **No date was set for the next NRC Board Meeting. Board discussions on all expected actions will occur via email over the next several months with a date for the next Board MTG to be determined.**

Respectfully Submitted

David Barlow

NRC Club Secretary