

Norwich Racquet Club Board Minutes

December 8, 2016 6:00pm

Simpson Offices Rte. 5 Wilder

Attendees: David Barlow, Bruce Genereaux, Sugar Genereaux, Dan Gottlieb, Anne Janeway, Andrew Pachner, Mark Perkins, Jim Petrillo, Ted Thompson

Guest: Kathy Tefft

Approval of Minutes: September 19, 2016

Welcome and Election of BOD member Mark Perkins was elected by majority vote to the Board of Directors via special election and Board appointment. The vacancy was due to the resignation of Shelley Gilbert. Votes were 7 in affirmative, David Barlow and Anne Janeway were absent during this portion of the meeting and did not vote. Mark term's will run for 1 year - 2016-2017

Tennis: Kathy Tefft presented a proposal to the Board on the idea of creating a women's tennis team at NRC to participate in the upcoming season. League play would occur on Wed evenings (4:30 and 6:30) with player rating from 3.0-3.5 Discussion was had on logistics and how this might affect contract time and member access to courts. Kathy has identified players (6-8) who would be interested in playing.

Actions:

David will look back at the past season to determine who might be affected by committing to team play on Wednesday afternoon (one court) and evening (two courts) through June/July.

Kathy Tefft will assume the captain's role for the tennis team and coordinate setting up the team in the league once confirmed by the Board to proceed.

Tennis court maintenance

The Board discussed the continued need to look for someone to assume these duties. Discussion focused on tasks associated with the position and expected salary. There was additional discussion on the need for part time versus full time employment.

Actions:

The Board will continue to keep open mind for potential individuals and will address this in the spring as the season gets closer

Financial Report

Bruce Genereaux presented financial report as distributed to the Board by email and can be viewed as a separate report on the website. There are no major financial concerns at this juncture. We continue to have revenues that support our operating expenses. There is the expectation that we may have higher expenses for snow removal and propane since last winter was an extremely warm season resulting in minimal expenditure.

Some discussion was had on cost of providing paddle balls to the membership. This was generally recognized as a good benefit for members but it is an area we have not fully recouped our expense.

Actions: David will draft a memo to membership to remind all members about need to leave payments in the guest fee box located in the hut.

Marketing Efforts

Fliers: The Board discussed continue efforts to disperse fliers for the membership special.

Realtor Open House Sugar discussed continue attempts to establish a realtor open house. She has had some conversations with a realtor in Norwich who expressed interest. She will continue to investigate opportunities.

Paddle Clinics w/Rob Parker - There has been interest expressed in paddle clinics, unfortunately Rob Parker suffered a broken rib while skiing so the clinics have been moved back and will not start until Jan 6th

Actions:

The clinics are expected to run from 9-12 on Fridays. David Barlow will coordinate with Rob and players on start up in January. Expected date is January 6th.

New Member Chair

The Board discussed the need to look for a new member chair. Dan Gottlieb has expressed a desire to step back from this role. Membership chair includes reaching out to new members, providing club information and materials. Additional discussion was had on expanding the role in marketing for the club. Mark Perkins volunteered to assume the role of new member chair.

Actions:

Sugar / Mark will meet to discuss the new membership chair's responsibilities and any possible future aspects of this role.

Paddle:

Snow removal The Board discussed the issues of snow removal. Currently the club is using Dana Whitney. He has not had to perform significant duties this year. His main job is road plowing and it is understood that clearing the courts is likely to occur after the road plowing needs. The Board discussed needs based on timeliness of court cleaning and costs. The Board also discussed procedures related to member needs to clear courts, proper utilization of heaters and fans.

Actions:

David/Jim will work on developing guidelines for snow removal from the courts and a memo will be sent to members and posted in the clubhouse.

Sugar to purchase new shovels and Dan will research and buy a larger recyclable container to be placed outside clubhouse.

Phone: The board discussed some issues with current phone. People are not used to the android style phone which is a swipe up and down versus across.

Actions:

Dan to change answering machine message to include the president's (Sugar's) phone and website address to direct callers

Open House: The Board discussed upcoming paddle open house. Jim has done a good job of organizing and preparing snacks. Multiple Board members are planning to attending.

Policy and Procedure

The Board did not have significant discussion, but some updates are needed in the policy and procedures manual to bring it up to speed with recent club activities. The manual and By-Laws will be provided to new members as part of their welcoming packet.

Actions:

Sugar to coordinate updates and send to board

Outhouse:

The Board discussed the need to address the outhouse which is currently substandard and in need of repair. Discussion ranged from repairing the current structure to installation of a flush toilet.

Actions

The Board will continue to look at various options but agreed that renovating the present structure is the best plan financially at the moment.

Entrance Sign: The Board noted that it is difficult to read the sign, day or night and decided to have the background repainted. Dan to check on batteries for lights.

Action: Sugar will take the sign to be repainted at Anything Printed in Taftsvill.

Respectfully submitted by

David Barlow

Norwich Racquet Club Secretary