Board Meeting Minutes

February 12, 2014

Lang McLaughry, 316 Main Street, Norwich

7:00 to 9:00

**In Attendance** : David Barlow, Martin Butler, Bruce Genereaux, Sugar Genereaux, John Traulien, Rick Higgerson, Ted Thompson.

**Absent:** Cathy Hazlett, Todd Tyson

**Meeting open by President Sugar Genereaux**

**Financial report—Bruce**

* The budget was presented with a new format and look in Quickbooks (see attached). Bruce is working with our accountant to reconcile all accounts. He still has a few discrepancies ($1,000) to be worked out by next board mtg.
* The Board agreed to the use of 2 Yr CD for Capital Account which offers the best yield for capital expenditures and will used to hold majority of capital monies. Consideration will be given to holding $8-$10,000 in separate checking account to address yearly Capital expenditures expected year to year.
* Additional signatures needed for banking needs. The Board agreed to adding President along with Treasurer to allow flexibility as needed with check write, and banking needs.
* Paddle Guest Signage/fee collection . The Board approved signs and language for the signs to be placed in hut and at tennis courts
* The Board continued discussion on Stock Certificates and potential taxes issues. Bruce to consult with outside counsel (CPA, Lawyer as needed) and bring back to the board.

**Reservation/Scheduling System—Rick, David**

* Letter to membership concerning new reservation system was completed by Rick. The Board will finalize timing of when this initial letter to is to be sent to the membership at the next Board meeting.
* A user guide for members on the new reservation system has been started. Feedback from Board was that this was needed and headed in the right direction. Goals is to have the user guide complete for review at the next Board meeting.
* Discussion on the use of numerical system for tennis level of play and alphabetical system for paddle. The Board indicated use dual system as this seems most consistent with Upper Valley players for describing the level of play
* Contract reservations system – There are some areas related to scheduling of contract time that still need to be worked out.
* Discussed April time frame for rollout of system. The Board will finalize timing at the next Board meeting. Tentative plans are to have presentation at the Spring Meeting for all members to see the new system and ask questions.

**Trash Pick-up—Ted** –

* No further discussion currently. The board will continue to monitor effectiveness

**Website Report –Martin, David**

* Martin will assume primary duties related to general maintenance of the website.
* The Board discussed need for potential upgrade to the website. Some consideration to be given regarding the rollout of the new reservation system and how its overall functionality might alter how we use and perceive the website in regards to upgrades and needs.
* Suggestion was made to have a more philosophical discussion as a Board on what we want the website to achieve, how we want it presented before trying to make substantial changes.
* All Board members were requested to look at the website prior to the next Board meeting to gain better sense of what is currently on the website and provide any directional thoughts directly to Martin prior to the next meeting.

**Policy and Procedures Manual**

* The Board continued discussion on proposed changes to the policy and procedures manual which was previously presented at the last Board meeting. Additional changes, including procedures on the new reservation system will be proposed for a final review at the next Board meeting In March.

**Job Descriptions (Officers Positions)**

* Discussion on further updates to officer positions was not heard at this meeting. This was tabled to the next meeting with continued review by board members of previously presented recommendations.

**Standing Committees**

* Discussion on proposed standing committees was not heard at this meeting. This was tabled to the March Board meeting with continued review of previously presented committees as listed in the agenda
* Consideration of nominating committee was presented but Board discussion was limited.

**Bylaws**

* Several items were brought to the Board’s attention regarding potential bylaw changes related to sections on stock certificates. Potential language changes will be consider and proposed to the Board moving forward.
* Additional Bylaw changes were suggested as well in a variety of areas. These were reviewed but no real discussion held at this meeting. These changes will be considered along with other recommendations at the next Board meeting.
* Suggestion was proposed that we also potentially have bylaws looked at professionally if changes are significant in nature.

**Paddle Repairs**

* Discussion was had on need for place to hang snow shovels. Will look to get wooden frame built by Charlie Sheppard.
* Additional repairs were completed on the court deck decking in front of the north court but some repairs on steps and railing still need to be completed. Bruce to connect with Charlie..
* Consideration to be given to additional storage area for the leaf blowers and cords. Suggestions were to potentially have some storage built under the existing deck seats with the goal to remove these items from the hut.

**Court Maintenance**

* Discussion was had on our current court policy and maintenance related to snow removal. Some questions were brought up on how effective our current people are and whether a more local group, company, individual might serve the club needs. Bruce suggested looking into a few contacts within the area to get a sense of interest,
* Further discussion with Todd Tyson to be had, who was not in attendance, to gain further understanding of current expectations and explore previous issues and vendors as there have been several changes in past few years.

**Paddle Hut**

* New chairs were purchased and are now in Hut.
* Further Hut renovations were suggested. The Board agreed to allow expenditure to upgrade current hut for items such as new fridge, additional cabinets or counters, potential sound system.
* Rick , John and Martin to work on this over the next two months

**Paddle Tournament/Socials Report**

* The Club hosted two events in February for First Friday and Open House. Both events had some general attendance for 8-10 people
* Discussion was had on the continuation of First Fridays. There is some concern that this conflicts with the Our Courts Tennis Facility as they have tennis on First Fridays as well. The Board to consider possible hosting at a different date. ( 2nd Friday of the month)
* Due to contract time - Fridays are the most open time for paddle socials.
* Sundays appear to be a good time for events – will consider further Sunday offerings
* A Third Round Robin with Quechee will be scheduled for Feb. 28 at the Norwich Courts

**New Business:**

**Spring meeting**

* NRC Club Spring Membership meeting at X-Club confirmed for April 22, 2014. Time and schedule to be decided.
* John and Joanne Wise to take the lead on organizing the event with Board input.

**Rob Parker-Formal Agreement**

* Discussion was presented on current role and activities. Ideas surrounding additional use and promotion of the pro considered. Sugar and Bruce to meet with Rob over the next couple of months

**Next Baord Meeting is scheduled at 7pm Wednesday March 19, 2014 at Lang McLaughry Office.**

**Minutes prepared and respectfully submitted by:**

**David Barlow – Club Secretary**