

Hop Brook Tennis Club

Board Meeting Minutes: 12/14/23 – **Completed by Rich Halbert 12/22/23**

Bold blue are minutes from meeting.

Board Members: (Blue were in attendance)

President – Rich Halbert

Vice President – Marc Philo

Treasurer – Todd Raymond

Secretary – Charlie McCormick

Past President – Ted Almy

Board of Governors – Jennifer Larwood, Lucy Eyre, Althea Schwartz

Agenda

1. Review and Approve Minutes from Annual Meeting
 - a. **Charlie has sent out meeting minutes for the Annual Meeting on 11/11 and Board Meeting held on 11/5. Please review and provide your approval via email. If you have questions, they will be addressed at the next Board meeting.**
2. Review meeting minutes from Peter Ferris Capital Team meeting
 - a. **Meeting was held on 11/27 at Peter Ferris' home. Charlie has sent out meeting minutes. Please review and provide your approval via email. If you have questions, they will be addressed at the next Board meeting.**
3. Financials Status (Todd)
 - a. Balance Liberty Bank
 - b. Balance Vanguard Account
 - i. **Ted suggested we move more funds to Vanguard to make better returns. Board believes we should wait until 2024 dues are collected.**
 - c. November Expenses
 - d. Projected Balance as of February 28th, 2024
 - i. Assume 2024 dues are deposited 3/1/2024
 - e. Reimbursement of \$478.50 to Gus Jacobson
 - i. **Reimbursement check has been sent.**

- f. **Financial Statements distributed by Todd Raymond**
 - i. **Balance Sheet as of 12/14/23**
 - 1. **Total Assets: \$ 41,653.60**
 - 2. **Total Liabilities: \$ 568.39**
 - 3. **Total Equity: \$ 41,085.21**
 - ii. **Profit and Loss 10/1/23 – 12/14/23**
 - 1. **Income: \$ 926.36**
 - 2. **Expenses: \$ 13,104.06**
 - 3. **Net Income: \$ -12,177.70**
 - 4. **Since the majority of our income for the year is received in March, the numbers above are as expected.**
 - g. **Dues**
 - i. **One new member has not paid, Carson and Elizabeth Payne. They were sponsored by Mark and Patty Howland in July of 2023. Rich Halbert has reached out to Mark to see if they still want to be members. Mark said they did come to a dinner and played tennis a couple of times.**
 - ii. **As of the writing of these minutes, there is only one other dues issue. One member has paid for their yearly dues but did not pay the Associate fee for their partner. Rich Halbert will be reaching out to the member.**
4. **Discuss new Board Position**
- a. **Assistant Treasurer**
 - i. **Check Mailbox**
 - ii. **Deposit Checks**
 - iii. **Other Duties**
 - b. **Board agrees that we should move forward with adding this position to reduce the burden on the Treasurer. This needs to be part of the Bylaws update. A Board of Governor can fill this position.**
 - c. **See Bylaw update section.**
5. **Bylaws – Should we update?**
- a. **Associate members**
 - i. **Should this be eliminated?**

- ii. If we adjust the dues, we could adjust the full member to minimize the impact to dues income.
- b. Honorary Members Discussion
 - i. Criteria?
 - ii. Nominations?
- c. Other changes we should consider?
- d. Board has agreed that the Bylaws should be reviewed and updated. Ted, Lucy, and Marc have agreed to review and provide a draft of an updated Bylaws to the Board for review by 1/5/24. Board members were asked to review the current bylaws and send comments to Ted/Lucy/Marc as soon as possible. Rich Halbert's ideas on items to potentially address in the updated Bylaws are:**
 - i. Membership application voting requires a secret ballot. Decide if we want to keep this provision.**
 - ii. Consider billing in January with payment due by 1/31.**
 - iii. Add assistant Treasurer as a voting Board Position Board Position. The position can be held by a Board of Governor. Duties would include:**
 - 1. Checking mailbox**
 - 2. Depositing checks**
 - 3. Provide Treasurer with an itemized list of checks for recording into financial system.**
 - 4. Provide bills to Treasurer for deposit.**
 - iv. Define the following committees, at a minimum, and their responsibilities (Non voting positions):**
 - 1. Maintenance Chairman (Pat Sullivan)**
 - a. Pat has added other members to help with these duties. I believe Jeff Winsor is helping with paddle and Rolf Anderson is helping with mechanical and carpentry maintenance. Need to verify with Pat.**
 - 2. Social Chairman (Cheryl Fitch)**
 - a. Cheryl was approved by the Board for this position. Todd has communicated to Cheryl that she is now the Hop Brook Chairperson.**

3. **Membership Chairman (Lucy Eyre expressed an interest in this position)**
 - a. **Manage New Member applications.**
 - b. **Welcome letter to new members.**
 - c. **Manage membership spreadsheet.**
 - d. **Develop ways to attract new members.**
 - e. **Provide Treasurer with new member details to input into financial system for billing**
 - f. **Maintain Constant Contact membership distribution.**
4. **My opinion is that Board of Governors can fill these roles.**
 - v. **Address the requirement for partners being an Associate member and the different membership categories we now have.**
 - vi. **Create criteria for Honorary membership.**
 - vii. **Membership period is for the calendar year, and that the Board can prorate the yearly dues based on when a person joins.**
6. **Membership Start Date**
 - a. **Calendar Year or Fiscal Year**
 - b. **Membership start date is January 1st. This will be specifically stated in the Bylaw update.**
7. **Update Website and Membership Application**
 - a. **Currently both are not clear that a married couple must both join the club**
 - b. **Board agreed to address this once the Bylaws are updated.**
8. **Review and Vote on New Member Application**
 - a. **Matthew Beizer**
 - i. **(1) Full and Assuming (1) Associate.**
 - ii. **I have emailed them to find out.**
 - b. **The Board voted and approved Matt for membership 7-0.**
 - i. **Single sport (Paddle) and wife will be an associate.**
 - ii. **Note that Board waived secret ballot provision of the bylaws.**

- iii. **Marc Philo has notified Matt that he has been accepted and can start playing immediately.**
- iv. **Board agreed that no membership fees will be required for 2023. Todd will bill them for 2024 yearly dues and initiation fees. (1) Single Sport member and (1) Associate Member.**

9. Capital Plan Discussion

- a. **Review preliminary spreadsheet that was distributed with Agenda**
 - i. **Lots of good feedback.**
 - ii. **Recommendation was to get a loan for 5 years but budget to pay the loan off in 3 years.**
 - iii. **Discussion on how to solicit Patrons that would potentially contribute more then what they would be assessed.**
 - iv. **Discussed comparison of our dues and those at Suffield, Granby, and Essex. All are similar clubs - no club house with dining or meal requirements, no golf, and no pool.**
 - 1. **Essex - \$600 (4 Paddle)**
 - 2. **Hop Brook - \$325 (2 Paddle and 3 Tennis)**
 - 3. **Suffield - \$655 (2 Paddle and 3 Tennis)**
 - 4. **Granby – \$375 (3 Tennis)**
 - v. **The initial spreadsheet that was distributed showed a Capital Plan of \$249,474. This based on the estimates we had at the time this amount was estimated to cover the following items:**
 - 1. **Replace Court 1 and 2 paddle court surface and under structure. Refurbish Court 1 Structure - \$140,570.24**
 - 2. **Replace 14 screens on Court 1. 5 at the end and 1 on each side for a total of 7 at each end. - \$10,000.00**
 - 3. **New heater system for court 2. - \$9,667.22**
 - 4. **Sand and paint snow gates. - \$5,000.00**
 - 5. **Remove decking and replace with old paddle surface that is repainted. - \$5,000.00**
 - 6. **Replace tennis fencing on court 2/3. - \$7,657**
 - 7. **Refurbish kitchen. - \$10,000**
 - 8. **Refurbish bathrooms. - \$20,000**
 - 9. **Overage Protection. - \$41,579**

- vi. A \$249,474 Capital Plan would cost each Full Member \$1,949.01. Depending on the financing terms and payment schedule that we select, the yearly assessment option for 3 years would be between \$690 and \$714. The yearly maintenance dues would be a separate payment of \$325. Associate members would not pay the assessment.
 - vii. After the assessment is paid off, the club would institute a Capital Plan Dues to fund future additions, improvements, and maintenance of our capital assets. This would start in 2027. Based on the discussion / input from the Board and comparing our dues to other similar clubs my recommendation would be to target a \$200 to \$300 yearly Capital Plan Dues. We will discuss this in more detail at our next Board meeting in January. Please provide to all Board members your ideas / input on this item in advance of the Board meeting so we can have a productive discussion and come to agreement for what we will recommend to the membership at the end of January.
- b. Decide on Preliminary Board Recommendations for Capital Plan
 - i. (5) Response to a follow-up email have selected the ProCourt option for \$150,062.95.
 - c. Membership Survey discussion
 - i. There was significant discussion on asking the membership which paddle court maintenance option they wanted. The majority of the Board believed that we recommend the option we feel is best for the club. That is the way we will proceed.
 - ii. The questions should have guidance on how to fill them out.
 - iii. An example completed survey with notes should be provided.
 - iv. Add estimated / quoted costs to questions so the membership have an idea of the cost of each item.
 - v. A final survey / communication will be sent by 12/24 to the Board for their review and approval with a requested response by 12/29. The target will be to send the survey to

membership by 12/30 with a requested response date of 1/10.

10. Next board meeting
 - a. 1/17/23 at 7pm at my house. Zoom meeting will be available.
 - b. The Board agreed to date and time. If needed, this will be adjusted to ensure 100% attendance. This meeting will be crucial as we will be planning and reviewing the presentation to the membership.**
11. Assessment meeting with the Membership
 - a. Late January
 - b. Simsbury Public Library
 - i. Largest room holds 150 people.
 - ii. Cost is 50 dollars to reserve.
 - c. Snacks / Drinks?
 - d. Board agreed with the timing and location.**
12. Other Items to discuss
 - a. Recognize Committee leads on Website and provide contact information.**
 - b. Develop monthly newsletter and assign it to a Board / Committee member. In the past we called the monthly newsletter Hop Scoop.**
 - c. Lucy to investigate Portable Defibrillator.**
 - d. Rich to contact insurance agent on potential liability of having a Portable Defibrillator available at the club.**
 - e. Should we move to contracting with an outside company to do the Spring / Fall cleanup instead of having the membership do the work?**