

**Murraywood Swim & Racquet Club  
Board of Directors Meeting  
Wednesday, October 27, 2021  
Murraywood**

**Attendees**

<b>Name</b>	<b>Present?</b>	<b>Name</b>	<b>Present?</b>
Mary Ann Lane, President, Membership	Y	Kathi Sill, Vice-President, Financial	N
Meredith Fields, Treasurer	Y	Sandra Penland, Clubhouse/Facilities	Y
Carol Paulson, Asst Treasurer	Y	Will Warlick, Tennis	Y
Anne Reynolds, Marketing, Website	Y	Barbara Cross, Clubhouse/Facilities	N
Jeannie Watson, Tennis, Maintenance	Y	Rita Anderson, Secretary	Y
Katherine Keckeisen, Membership/Maint	Y	Rhyno Coetsee, Clubhouse/Facilities	N

- Call to Order – Mary Ann called the meeting to order.
- Quorum – 9 board members were present; a quorum was established.
- September minutes were approved via email.
- Treasurer’s Report
  - Meredith reported that BBT does not have the updated list of officers approved to access the Murraywood accounts. The bank apparently mis-filed the updates established a few years ago. The board agreed that Meredith, Mary Ann, and Kathi should have signature authority for our accounts.
  - Carol had emailed the board with a recommendation that we pay the full balance of the insurance for the coming year in this fiscal year to reduce our total income. The board concurred that we will pay the \$13,891 due in one lump sum.
  - Carol reported that we expect to end the fiscal year with approximately \$7000 of income, resulting in a tax bill of \$1800 for combined state and federal taxes.
  - With the carryover from last year, we should have approximately \$53,000 total in funds at the completion of this fiscal year.
  - Sandra suggested that we may want to change our status to non-profit. To do so will require the services of a lawyer.
  - **Action:** Carol took the action to research what would be required to change our filing status to non-profit. She will need the original articles of corporation that are filed with the SC Secretary of State.
  - **Action:** Sandra took the action to contact the SC Secretary of State’s office to obtain a copy of the articles of incorporation.

- Committee Reports
  - Tennis
    - Cabana
      - The cabana in memory of Cam Littlejohn has been delivered. Will and Mike are coordinating the installation. Mike will be responsible for the installation.
      - We expect the cost to the club to run between \$300 to \$500.
    - Frequently Repeating Guests
      - The tennis committee did meet in October and discussed the concerns raised about frequently repeating guests. The tennis committee decided to raise the guest fees by \$1 to \$8. This change will go into effect on 12/1.
      - **Action:** Anne took the action item to let the membership know of the change to guest fees and to remind members to specify the guest's name when submitting fees.
    - Courts 7 and 8 Maintenance.
      - We are still waiting for scheduled date form Howard B. Jones.
      - The board had requested that Mike attend a court maintenance class, although these are on hold due to the pandemic. Howard B. Jones did offer to give him some pointers when they come on-site to do the work on courts 7 and 8.
      - Jeannie commented that we need to let the tennis community know that we need to sweep to the fences, not just right behind the baseline.
    - Court 1 – The issue is scheduled for discussion at the next Lexington County Council meeting.
  - Social
    - Friday Night Tennis
      - The October tennis Friday evening social was a success; many thanks to Katherine for organizing it.
      - The board recommended Friday, 11/12, for the next social, as any later will be difficult due to conflicts with the holidays.
      - **Action:** Katherine took the action to determine whether there is sufficient interest in having a tennis social on 11/12.
    - Christmas Drop-In
      - We will have the annual Murraywood Christmas drop-in at the gazebo on Sunday, 12/5, from 3 PM to 5 PM.
      - Board members will provide snacks.
- Clubhouse/Facilities Improvements
  - Security Cameras – Installation is planned for the next few weeks.
  - Pool Bathrooms are cleaned every Tuesday; 2 of the 3 toilets in the lady's room are not working.
  - **Action:** Anne took the action to have the toilets checked and repaired or replaced.

- Ice Machine
  - The plan is to utilize the ‘tennis’ bathroom; the ice machine will be located where the toilet is currently and the sink will be replaced with a utility sink.
  - We are still gathering quotes; The Gabriels have offered to help with the cost of the project.
- New Business
  - Replacing the Pool Chair and Swim Team Chair
    - As the Merritts are no longer members of Murraywood, we will need to name new pool managers, pool chair, and the swim team chair.
    - **Action:** Mary Ann to check with Jesse for any documentation as to pool manager contract and job description.
    - **Action:** Anne to check with Eli Mahoney whether she may be interested in the pool manager position.
- Next Meeting: Wednesday, 12/1, at 6:30 PM at Jeannie Watson’s home.
- Action Items for follow-up -see below.
- Mary Ann adjourned the meeting.
- Minutes respectfully submitted by Rita Anderson

Action	Owner	Opened	Status	Comments
Change MW to non-profit status	Carol/Sandra	11/27/2021	New	Carol to determine process; Sandra to obtain current record from SC Secretary of State
Communicate new guest fee	Anne	11/27/2021	New	Anne to communicate increase in tennis guest fee to \$8, eff
Repair toilets in ladies restroom	Anne	11/27/2021	New	Have someone repair/replace toilets in ladies restroom.
Begin process of hiring pool manager	Mary Ann/Anne	11/27/2021	New	Mary Ann to obtain job description/contract from Jesse for prior pool manager; Anne to check with Eli if any interest in position.
Compile List of required repairs that can be done this fiscal year	Kathi	9/29/2021	On-going	All board members to provide input
Donation to Patrick Hanks' Scholarship Fund	Meredith/Rita	9/29/2021	Complete	As a thank-you from MW for hosting the fun tennis mixer for the club
Organize a tennis mixer for a Friday evening in October	Katherine	9/29/2021	On-going	Great event in October - assessing interest for a November event
Insurance Renewal - Required Data for Draft Policy	Meredith/ Carol Sandra	9/29/2021	Complete	Meredith & Carol to provide data; Sandra to provide policy updates for review
Plan for Ice Maker/Tennis Bathroom Conversion	Rhyno/Anne/ Sandra	9/29/2021	On-going	Meet with Gabriels to plan the work and get started
Proposal for a Finance Committee	Kathi	9/29/2021	On-going	Proposal circulated to board.
Discuss with the tennis committee options to encourage frequent tennis guests to join	Jeannie	8/16/2021	Complete	Tennis committee will raise guest fees to \$8, effective 12/1
Research less expensive alternatives to or Sage	Kathi	7/5/2021	On-going	Recommend cloud solution
Ask Irmo Lock to resolve issue with some keys not working with court	Kathi	7/5/2021	On-going	
Check with Tommy on court maintenance class	Jeannie	5/6/2021	Deferred	No classes during pandemic
Provide Judy a debit card for pool expenses	Meredith	5/6/2021	Deferred	Until new pool chair is designated
Explore developing a secure, online membership directory for full	Anne	4/12/2021	On-going	
Estimates for security camera system	Rhyno	3/15/2021	On-going	Camera installation in progress
Update By-laws and gain approval from membership	Rita/Anne	3/25/2021	Updated	To allow the board to have more than 12 members.
Lexington County/CSX - repair court 1 drainage	Anne	1/4/2021	On-going	Working with Lexington County
Estimates for main drain and skimmer valve repair on the pool	Paige	8/19/2019	New	
Initiate an assessment for restoring the clubhouse	Barbara	8/19/2019	On-going	