

**Murraywood Swim & Racquet Club
Board of Directors Meeting
Wednesday, September 29, 2021
Murraywood Pool**

Attendees

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

- Call to Order – Mary Ann called the meeting to order.
- Quorum – 12 board members were present; a quorum was established.
- August minutes were approved via email.
- Treasurer’s Report
 - Carol is working on a monthly financial analysis that can be reported at each meeting.
 - Financially, we are doing well, and expect to have a taxable income this fiscal year of approximately \$28,000, based on projected spending for the rest of the year.
 - Carol suggested that if we have any required major expenses that we have deferred, accelerating them into this fiscal year would reduce our tax obligation.
 - **Action:** All board members to submit suggestions for required repairs/expenditures to Kathi who will consolidate the list for consideration at the next meeting.
 - The board agreed that the president, vice-president, treasurer, and assistant treasurer should have access to our bank accounts and the ability to sign checks. This will require that those persons sign the necessary forms at BB&T.
- Jesse Merritt’s Resignation
 - Jesse sent both Mary Ann and Katherine a letter, requesting that Murraywood terminate his family membership immediately. As a result, he can no longer serve on the board.
 - As current Vice-President, Mary Ann has agreed to serve as president for the remainder of the fiscal year.
 - Kathi was nominated and voted to serve as Vice-President for the remainder of the fiscal year.
 - The website will be updated accordingly.
 - The board agreed to send Jesse a note to thank him for his service for the many years he served, including through the 2015 flood.

- Committee Reports
 - Tennis
 - The cabana in memory of Cam Littlejohn is still to be shipped. There is only \$160 left in the memorial fund, which is not sufficient to cover the installation costs. The board voted to pay the remaining amount for the installation from club funds.
 - The court 7 & 8 refurbishment is still not scheduled; we are waiting on a date from Howard B. Jones.
 - The board requested that the tennis committee hold a meeting before the next board meeting to address the concerns raised at prior meetings regarding frequently returning guests playing at high demand times. Several suggestions had been made and were deferred to the tennis committee for recommendations.
 - **Action:** Jeannie took the action to convene the tennis committee in October.
 - Katherine raised the concern that evening tennis leagues did not have sufficient courts reserved at 6:30; hard court reservations on some weeks started at 7, due to lessons. Katherine suggested that captains be notified that they may not have all 4 courts available at 6:30.
 - Social
 - Everyone agreed that the Hanks family celebration of Patrick's birthday was an overwhelming success and an extremely fun evening. The board agreed to donate \$100 to Patrick's scholarship fund as a thank-you for hosting the event for the entire club.
 - **Action:** Meredith to send the check to the scholarship fund; Rita to send the thank-you note to Patrick and Martha.
 - The board agreed that we should host a tennis mixer one Friday evening a month and encourage everyone to bring snacks and drinks to share and enjoy fun round-robin tennis.
 - **Action:** Katherine offered to organize the October tennis evening.
- Clubhouse/Facilities Improvements
 - Security Cameras – Rhyno reported that an additional required part is on order; we are on schedule for an October install.
 - Tennis Bathrooms – Rennie and Robyn are cleaning the bathrooms on a regular basis and donating the paper supplies required.
 - Conversion of Tennis Bathroom/Ice Maker
 - **Action:** Rhyno, Anne, and Sandra agreed to work with the Gabriels to plan out the work and get started on the conversion.
- New Business
 - Insurance Renewal
 - Sandra reviewed anticipated changes to our insurance policy and premiums.
 - **Action:** Meredith to provide payroll data so that workers composition can be calculated correctly; Carol will supply wages and other financial data for period Oct20-Sept21 to Sandra for insurance purposes
 - **Action:** Sandra will circulate the draft policy to the board for review.
 - Finance Committee

- Kathi proposed establishing a finance committee that would be responsible for proposing, reviewing, and auditing financial decisions/transactions. The committee could also pursue Doni's recommendation of a legacy fund.
Action: Kathi to email the board a copy of the proposal for their review.

- Next Meeting: Wednesday, 10/27, at 6:30 PM
- Action Items for follow-up -see below.
- Mary Ann adjourned the meeting.
- Minutes respectfully submitted by Rita Anderson

Action	Owner	Opened	Status	Comments
Compile List of required repairs that can be done this fiscal year	Kathi	9/29/2021	New	All board members to provide input
Donation to Patrick Hanks' Scholarship Fund	Meredith/Rita	9/29/2021	New	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	New	Plan for this to be a monthly event
Insurance Renewal - Required Data for Draft Policy	Meredith/ Carol Sandra	9/29/2021	New	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	New	Meet with Gabriels to plan the work and get started
Proposal for a Finance Committee	Kathi	9/29/2021	New	Kathi to circulate her proposal for a finance committee to the
Discuss with the tennis committee options to encourage frequent tennis guests to join	Jeannie	8/16/2021	On-going	Jeannie to convene a tennis committee mtg in October
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	
Price laptop to be dedicated to Quickbooks	Meredith	5/6/2021	On-going	Cloud solution recommended so that laptop is not needed
Check with Tommy on court maintenance class	Jeannie	5/6/2021	On-going	
Provide Judy a debit card for pool expenses	Meredith	5/6/2021	On-going	
Explore developing a secure, online membership directory for full	Anne	4/12/2021	New	
Estimates for security camera system	Rhyno	3/15/2021	On-going	Cameras to be installed in October
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	