

**Murraywood Swim & Racquet Club  
Board of Directors Meeting  
Sunday November 28, 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	Y
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 – 10 board members were present; a quorum was established.
- October minutes were approved via email.
- Treasurer’s Report
  - The audit for the insurance has been completed.
  - We expect to pay \$7600 in property taxes to Lexington County and \$285 to SC Department of Revenue.
  - We expect to end this fiscal year with a taxable income of \$2000 and between \$45,000-\$48,000 in available funds.
  - Kathi Sill’s motion to establish a finance committee passed; the committee will be chaired by Kathi Sill and include the treasurer, assistant treasurer, persons with expertise in insurance, real estate, and banking.
  - Payroll changes
    - Carol’s motion to contract with our tax preparer, Robert Mueller, to manage our payroll and change our financial reporting from monthly to quarterly passed.
    - Outsourcing this work to Mr. Mueller and rescheduling our financial reporting would mean that we would no longer be required to license Sage or any other payroll software product and save us approximately \$1375 per year.
    - This change will require that we have 2 consistent payroll dates for all Murraywood employees, including lifeguards.
    - **Action:** Finance Committee to update employee contracts to reflect the updated pay schedule.
  - Non-Profit Status
    - Sandra reported that we have not found any financial records prior to 1986.
    - Carol checked with our accountant and has not found any time where we reported as a non-profit.

- If we do pursue classifying Murraywood as a non-profit organization, we would need to segregate any sales of concessions and other items to guests from the sale of the same to members.
      - **Action:** Finance committee to review and recommend whether we should consider reclassifying Murraywood to non-profit status in the future.
- Committee Reports
  - Tennis
    - Cabana
      - The cabana in memory of Cam Littlejohn has been delivered. Many thanks to Mike and Will for installing it. We will compensate Mike \$500 for his hard work.
      - The dedication of the cabana in Cam’s memory will be Sunday, 12/5, at 2:30. Mary Ann will introduce the speakers. Jeannie will invite the non-members who contributed funds for the memorial. Jerry Smith and others plan to speak. Katherine will obtain the plaque.
    - Courts 7 and 8 Maintenance.
      - Howard B. Jones postponed the planned resurfacing of courts 7 and 8, and will reschedule for another date.
      - Many thanks to Tom and Phil for repairing the fence on court 8.
    - Watering Schedule
      - We will change the court watering schedule to 1:30-3:00 PM for the winter time as we typically water for a shorter period on winter days. This change will allow members who would prefer to play later on cold days to have a 9:30-11:30 AM timeslot and an 11:30 AM – 1:30 PM timeslot.
    - Court 1 – The issue is scheduled for discussion, hopefully, at the next Lexington County Council meeting.
  - Membership
    - Many thanks to Anne for recruiting new members.
  - Social
    - Friday Night Tennis was well attended; we plan to restart these in the Spring.
    - 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.
      - Please plan to meet on Saturday 12/4 at 10 AM to decorate the grounds and at 1:30 on Sunday to set up for the party.
  - Pool and Swim Team
    - We need to begin recruiting a swim team chair, a pool chair, and a pool manager.
    - **Action:** Anne to communicate the pool manager and open board positions to the membership. We may need to recruit outside the membership for a pool

manager if no one is interested.

- Old Business
  - The board approved the updated by-laws.
  
- Next Meeting: Wednesday, 1/26.
- Action Items for follow-up -see below.
- Mary Ann adjourned the meeting.
- Minutes respectfully submitted by Rita Anderson

Action	Owner	Opened	Status	Comments
Update employee contracts	Finance Committee	11/28/2021	New	To reflect new payroll dates
Change MW to non-profit status	Finance Committee	10/27/2021	on-going	Defer for now; Finance committee to assess for a future date.
Repair toilets in ladies restroom	Anne	10/27/2021	On-going	1 toilet is to be repaired; the other will be replaced with the toilet currently in tennis bathroom
Begin process of hiring pool manager	Mary Ann/Anne	10/27/2021	On-going	Mary Ann to obtain job description/contract from Jesse for prior pool manager; Anne to communicate the open position to the membership.
Compile List of required repairs that can be done this fiscal year	Kathi	9/29/2021	Complete	All board members to provide input - Kathi to consolidate list.
Organize a tennis mixer for a Friday evening in October	Katherine	9/29/2021	Complete	Plan to restart these in Spring.
Plan for Ice Maker/Tennis Bathroom Conversion	Rhyno/Anne/Sandra	9/29/2021	On-going	Icemaker to be procured.
Proposal for a Finance Committee	Kathi	9/29/2021	Complete	Proposal approved at 11/21 meeting.
Research less expensive alternatives to or Sage	Kathi	7/5/2021	Complete	Board approved outsourcing payroll mgmt to tax preparer
Ask Irmo Lock to resolve issue with some keys not working with court	Kathi	7/5/2021	Complete	
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	Rhyno	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	Complete	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
Initiate an assessment for restoring the clubhouse	Finance Committee	8/19/2019	On-going	