

# Tacoma Lawn Tennis Club Board of Directors Meeting

August 4, 2025, 7pm

## Agenda

### **Call to Order:**

The meeting was called to order at 7:03pm by Rachael Bouma

### **Attendance:**

Present: Laura Treleven, James Wonneberg, Rachel Bouma, Leah Knight, Morgann Crook, Scott Nicholson, Jason Ott

Absent: Heidi Hurst, Jeremiah Murlless, Luke Masselink, Justin Raphael, Russ Heaton

Guests: Tom Peterson

### **Agenda:**

- 1) Review/Approve minutes from July 2025
- 2) Financial Report: Luke Masselink
- 3) Committee updates/reports
- 4) Manager's Report – Tom Peterson
- 5) Honorary Member Ideas
- 6) New Business
- 7) Please welcome James Longabaugh who is presenting information on our 2025 TLTC Survey

### **Approval of July 2025 minutes:**

Motion to approve July 2025 Meeting Minutes (Laura), second (Scott). Passed unanimously at 7:07pm.

### **Financial Report:**

Prepared by Treasurer Luke Masselink, read by Rachael Bouma.

### **Committee Updates/Reports:**

#### **Standing Committees**

**Strategic Planning** – Keep the developing Strategic Plan simple to start. It should reflect our TLTC Mission and Values. The Code of Conduct should reflect these as well.

**PNW Tournament** – Morgann Crook - The PNW Tournament was a fantastic success! Financial reports should be ready for September meeting.

**Social** – Leah Knight – Planning on a Color Wars tennis activity in early Fall.

**Facilities** – James Wonneberg – HVAC working well.

**Governance** – Rachael Bouma – We have three committee members for the Governance Committee. Summer Murrless, Trevor Pousson, and Lisa Smith. There is room for more, but this is going to be a great committee!

#### **Special Committees**

**Code of Conduct** - Scott Nicholson – in progress. Scott will send initial draft to Board by email.

Estimated timeline: Vote to adopt September 2025, roll out to membership in September/October 2025, finalization November 2025.

**Alcohol** – Russ Heaton (update presented by Rachael Bouma in Russ' absence) Andrea has not heard back from her contact at WSLCB.

**Manager's Report** - Tom Peterson

Dome 1 will go up the week of September 15, this will include fabric and lighting repair and will be ready around the end of September. Dome 2 will go up around October 15.

The pool demographics have changed over the years. We currently have 500 memberships, of which many include families and kids. The lifeguard system has evolved. There is now a guard stationed at the wading pool. Extra training/in-service is provided weekly to our lifeguard staff. The lifeguarding aspect of TLTC is constantly being reviewed and improved.

An email to the membership from the Board was suggested. This would remind members of the responsibility of parents/caregivers to supervise their children, especially on the pool deck. Lifeguards are not babysitters. Letter to be drafted by Scott Nicholson.

New pool chemical control system will be installed on August 4. This is part of the effort to keep upgrading our Club systems.

The tennis viewing balcony railing project will be underway in August. Upon inspection by the contractor, the support for this railing is not in the best shape so will need to be replaced, adding several thousand dollars to this project. The support is crucial to safety and stability and the new railing will be a big improvement.

Leave of Absence request: A new member has requested a LOA due to injury and illness. The Board clarified the rules around a LOA per the Bylaws and supports this request for a LOA. Tom will notify the Member of this approval.

Honorary Memberships will be given to:

**Rod Koon** - a lifetime TLTC Member who is working tirelessly on the TLTC History Book.

**Colleen Barta** - who has been a TLTC member for decades and has always volunteered on the Trophy Awards, the Tournament Desk, and Court Control at the PNW Tournament for over 25 years. She recently tracked down the missing Peggy Haley trophy which had been in storage at Tacoma Rubber Stamp for years.

**Angela Thomas** – Angela was a TLTC member for decades and volunteered in the Tournament Food Tent for over 25 years.

Code of Conduct – Scott Nicholson will send an initial draft of the TLTC Code of Conduct (COC) to the Board members by email. Goal is to vote on the COC in September and roll out to the Membership in October. Finalization in November.

Member Incident - The Board discussed an inappropriate and unsafe event that occurred during the 2025 Member Tournament. It was agreed that the Club must uphold high standards of safety and conduct during all TLTC events. The Board will issue a letter to the Member involved, outlining that such unsafe behavior is unacceptable and must not be repeated.

**Motion to Adjourn:**

Motion to adjourn the meeting at 8:31pm (James), second (Morgann).

Respectfully submitted,  
Rachael Bouma

Welcome James Longabaugh, Ph.D. who will work on our 2025 TLTC Member Survey. These are notes from that meeting:

## TLTC 2025 Member Survey – Process and Timeline

### Background

In 2019, James Longabaugh, Ph.D. prepared the TLTC Member Survey, which achieved an outstanding **50% response rate**. This level of participation provided valuable insight into member priorities and guided meaningful improvements at the Club.

### Next Steps

- **Tom** will circulate the 2019 Member Survey to all Board members for review.
- **Board members** are encouraged to provide feedback on which areas should be retained, expanded, or added to the 2025 Member Survey.
- Suggested areas for inclusion:
  - Facilities
  - Pool experience
  - Tennis experience
  - Ad hoc classes / programs
  - General member satisfaction

### Timeline

- **August 2025** – Board reviews the 2019 survey and submits feedback. Feedback will be consolidated and shared with James Longabaugh.
- **August 20, 2025** – Draft 2025 survey content finalized and provided to James.
- **September 8, 2025** – Survey launched to membership, accompanied by a communication plan highlighting:
  - Key findings from the 2019 survey.
  - Examples of how survey feedback has informed Club improvements.
  - Our commitment to using the 2025 survey results to shape both short-term initiatives and the Club's long-term Strategic Plan.
- **Survey duration** – Open for two weeks.

### ACTION ITEMS:

- Code of Conduct
- Letter to Membership about need to supervise children under the age of 12 on the pool deck
- Letter to the member about incident during the Member Tournament 2025.

### Next Meetings:

Tuesday, September 2<sup>nd</sup>. I am proposing that we have our September board meeting on Tuesday the 2<sup>nd</sup>. Monday is Labor Day. Usually, the day after Labor Day there are more people around for the board meeting.

October 6<sup>th</sup>

November 3<sup>rd</sup>

