

TLTC Board Meeting 2/2/26

6:30pm TLTC Cardio Room

Present

Justin Raphael

Luke Masselink

Morgann Crook

Leah Keogh

Marco Esquivel

James Wonneberg

Russ Heaton

Jamie Lomax

Jason Ott

Bri Simpson

Tom Peterson

Absent

Rachael Bouma

Call to Order at 6:35pm. By Justin Raphael.

Meeting notes:

- **Review and Adoption of Previous Meeting Minutes:**
 - **Wording Change in Financial Reporting:** Suggested replacing 'take out noise of' with 'isolate' in the financial reporting section regarding the PNW tournament, and Bri confirmed the update would be made.
 - **Motion to Adopt Minutes:** James Wonneberg made a motion to adopt minutes with the update notes above, Leah Keogh seconded the motion, minutes unanimously approved.
- **2026 Annual Operating Budget Review:** Amanda presented a detailed review of the 2026 annual operating budget, discussing revenue sources, expense categories, and key financial assumptions, board members asking clarifying questions and providing input.
 - **Operating Budget Scope and Exclusions:** Amanda clarified that the operating budget covers revenues from membership dues, interest income, and program fees, but excludes initiation fees and certain capital project revenues, which are tracked separately.
 - **Membership Dues and Waitlist:** Discussed the 3% automatic dues increase, the methodology for projecting membership numbers, and the current waitlist durations for different membership

types.

- **Tennis and Swim Program Performance:** Discussed the strong performance of the tennis and swim programs, including record revenues, program expansion, and the balance between member and non-member participation in lessons.
 - **Employee Wages and Benefits:** Discussion around employee wages and benefits; the approach to wage increases, including the 3% raise for certain staff, adjustments for lifeguards due to minimum wage changes, and the structure of medical and dental benefits for full-time staff.
 - Russ asked for a breakdown of wages by role, including benefits. Amanda is going to get him this view.
 - Morgan brought up exempt/non-exempt and there was an ask to look into it
 - **Maintenance and Unexpected Costs:** Shared detailed breakdown of maintenance expenses, the challenge of budgeting for unexpected costs, and the rationale for adjusting maintenance budgets based on historical data and recent events.
 - **Utilities and Other Expense Increases:** Reviewed the increases in utility costs, including electricity, water, and waste, and discussed efforts to manage these expenses through member awareness and operational adjustments.
 - Russ suggested that, as a best practice, we should get three bids for contract services
 - **Pro Shop Financials:** Discussed the pro shop's financial performance, noting that it generally operates at break-even or a small loss, and discussed the philosophy of providing value to members rather than generating profit.
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- **Capital Budget and Project Planning:** Reviewed the capital budget, discussed recent and upcoming capital projects, and outlined the process for proposing and approving expenditures.
 - **2025 Capital Projects Recap:** Summarized the 2025 capital projects, noting actual expenditures versus budget, reasons for variances, and the use of excess operating funds for certain items.
 - **Capital Project Approval Process:** Justin explained that projects over \$20,000 require board approval, while smaller or emergency items can be handled by committees; James encouraged members to bring forward proposals for consideration.
 - **Future Capital Needs and Planning:** Presented a multi-year outlook for capital projects, including pool furniture replacement, court resurfacing, roof replacement, and dome upgrades, and discussed the need for ongoing review and prioritization.
 - **Initiation Fees and Capital Funding:** Luke asked about increasing initiation fees. Discussion around the history and philosophy of initiation fee increases, their impact on capital funding, and the potential for future adjustments to support major projects.
 - **Board Membership and Committee Updates:** board staffing, committee membership, and the process for filling vacancies, including the appointment of Andrea to the board and updates on committee activities.
 - **Board Vacancy and Appointment:** Leah Keogh confirmed Andrea (need last name) willingness to join the board and made a motion for Andrea to fill the vacant board position. James Wonneberg seconded the motions, approved unanimously.
 - **Committee Membership Changes:** Amanda noted that Maggie Gallagher and Laura King are interested in joining the social committee.
 - **Bank Signers Policy Update:** Tom led the discussion and vote to update the list of authorized bank signers, adding Justin Raphael and removing Rachael Bouma, in accordance with board policy.
 - **Motion to Update Bank Signers:**
 - Luke Masselink made a motion to remove Rachael Bouma as the signer on the checking account, Leah Keogh seconded the motion, unanimously approved.
 - Morgann Crook made a motion to add Justin Raphael as the signer on the checking account, Marco Esquivel seconded the motion, unanimously approved.

Meeting ended at 8:03

