



# JULY'25 BOARD MINUTES

JULY 7, 2025 / 7:00 PM / LOUNGE

## ATTENDEES

Members Present	Members Absent	Guests
Luke Masselink James Wonneberg Rachael Bouma Jeremiah Murlless Morgann Crook Heidi Hurst Russ Heaton Laura Treleven Leah Knight	Justin Raphael Scott Nicholson Jason Ott	Tom Peterson Rod Koon

## AGENDA

### Welcome + Introduction | Rachel Bouma

7:02pm Call to order (Rachael)

**Motion to approve June Meeting Minutes (Laura) second (James) 7:04pm**

**Motion Carries 7:04pm**

### TLTC History Book | Rod Koon, author of the TLTC History Book

- Rod shared with the board his research approach as well as some key historic highlights
- Book Specs and Progress:
  - 192 pages
  - Black and White images with 8-12 color photos
  - Proof-reading this month and working on the layout
  - Estimated book delivery ~Sept.
- The idea was shared to promote pre-orders of the TLTC History during the PNW
- **Tom to brainstorm compensation for the actual hours and work completed for Rod's efforts in creating the TLTC History Book**

## Financial Review | Luke Masselink

- The board reviewed the following financial documents:
  - Statement of Revenues and Expenses and Prior YTD Comparison (end of April)
  - Budget vs Actual - Year to Date (end of April)
  - **Financial Update for April:** Luke provided a financial update for May, highlighting the club's revenue and expenses, and the positive variance compared to the budget.
  - **Revenue and Expenses:** Luke reported that the club's revenue for May was ahead of expenses, which was better than the budgeted expectation.
  - **Call out Costs:**
    - HVAC: Particle payment
    - **Open pool party:** Cost was a net negative \$1,000
    - YTD Revenue just over budget by \$33,461
    - YTD Expense better than budget by \$54,009

## Standing Committee and Committee Development | Rachael Bouma

- **Governance Committee**
  - **Governance Committee creation is required under the bylaws**
  - It was recommended that the board provide member recommendations to Rachael for consideration of forming this committee.

## Member Feedback Loop: Member Surveys | Jeremiah Murlless

- Jeremiah Proposed sending surveys to members post events, camps, or to collect input on planning, etc.
  - Survey results would help inform strategic plans, prioritize projects, celebrate the success of recent events or programs, as well as identify areas of opportunity for improvements

◦ **Jeremiah to look into survey providers (Survey Monkey, Google, MailChimp, Club Software) to consider**

## Committee Updates | Committee Chairs

- **Facilities Committee | Jame Wonneberg**
  - Nine people on the committee
  - No major updates
  - Project tracker up and running
  - No meeting in July due to PNW Activity
- **Strategic Planning | Justin Raphael**
  - NA
- **PNW Committee | Morgan Crook**
  - 120k committed
  - Working on finalizing merch

- Committee Meeting taking place this week
  - Member Tournament starting the week prior
  - The board has no objections to allow dispensaries sponsoring the PNW
  - Morgann requested volunteers to work at the merch tent
- **Membership Committee | Heidi Hurst**
    - Senior membership
      - Unanimous to vote no to those classification
      - Unanimous vote discounted assessments for this membership class
    - eBlast to welcome new members
    - New Member Mixer July 10th
- **Aquatics Committee | Justin Raphael**
    - N/A
- **Tennis Committee | Jeremiah Murlless**
    - No updates from June
    - Committee will be meeting quarterly due to conflicting schedules for members, specifically including the tennis pros

**Motion to adjourn (Laura) second (Russ) 8:44pm**

**✓ Motion Carries: 8:44pm**

## Board of Directors Open Item Report

Updated July 2025

Open Item	Description	Status	Next Steps	Key Stakeholders
<b>TLTC Code of Conduct</b>	The creation of a Code of Conduct for members and guests of TLTC	In Progress (70% complete)	Scott to create a draft of Code of Conduct informed by the outputs from the Boards Code of Conduct exercise	Scott Nicholson
<b>Alcohol Policy</b>	Determine an alcohol policy that allows members to purchase alcohol at the club	In Progress	Russ looking into option for the club having a key that can be checked out to access alcohol based on latest update from the alcohol board	Russ Heaton
<b>TLTC History Book</b>	TLTC has commissioned Rod Koon create a book that tells the story of the history of the Tacoma Lawn Tennis Club	In Progress	Tom to brainstorm compensation for the actual hours and work completed for Rod's efforts in creating the TLTC History Book	Tom Peterson
<b>Notice of Upcoming Charges on Monthly Invoices</b>	Communication of upcoming dues increase, assessments, auto-charges to be included in prior month invoices	Not Started	Tom to confirm connect with Amanda to check status of having this built into invoicing process	Amanda Wilkerson Tom Peterson

<p><b>Bylaw Amendment:</b> Annual Dues Increase</p>	<p>Amendments to the bylaws to include annual dues increase</p>	<p>In Progress</p>	<p>The board to review language for amendment bylaws that include an annual dues increase (May 2025)</p>	<p>Rachael Bouma</p>
<p><b>Strategic Plan</b></p>	<p>A Strategic Plan for TLTC that informs committee focus areas, business and finance, and ensure the success of the club for years to come</p>	<p>In Planning</p>	<p>The board to discuss the creation of a strategic plan for TLTC in May's board meeting.</p>	<p>Rachael Bouma Justin Raphael</p>
<p><b>Club Management Software</b></p>	<p>The club is considering a membership software system that houses key TLTC documents and provides club specific features for members and management</p>	<p>In Planning</p>	<p>Jeremiah, Tom and Justin to prepare club software material to the board, early Fall</p>	<p>Tom Peterson Jeremiah Murlless Justin Raphael</p>
<p><b>Bylaw Amendment:</b> Senior Membership</p>	<p>The creation of a member classification for our senior members</p>	<p>Completed</p>	<p>The Member Committee voted not to advance this task</p>	<p>Heidi Hurst Tom Peterson</p>
<p><b>Board Reports &amp; Committee Updates</b></p>	<p>Develop criteria and a process for gathering all committee updates, reports and materials to be reviewed in monthly Board Meetings.</p>	<p>Complete</p>	<p>Jeremiah Murlless</p>	<p>Jeremiah Murlless</p>
<p><b>High Performance Junior Tennis Program</b></p>	<p>Board support for the High Performance Junior tennis program</p>	<p>Completed</p>	<p>The board to help support Ryan in spreading the word about the High Performance Junior program</p> <p>The board to help with providing a banner to support the High Performance Junior program at this year's PNW</p>	<p>Tom Peterson</p>