



# JUNE '25 BOARD MINUTES

JUNE 2, 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 Justin Raphael Scott Nicholson Jason Ott	Leah Knight	Tom Peterson Nick Moxley

## AGENDA

### Welcome + Introduction | Rachel Bouma

7:01pm Call to order (Rachael)

**Motion to approve amended March Meeting Minutes (Justin) second (James) 7:02pm**

**Motion Carries 7:02pm**

**Motion to Approve May Meeting Minutes with amendments (Scott) second (Rachael) 7:04pm**

**Motion Carries 7:04pm**

### Introduction of Nick Moxley, Tennis Pro

- Introduction of Nick Moxley: Tom welcomed Nick to the meeting and asked him to share updates on his work and the current state of the courts and teams.
  - **Nick's Background and Experience:** Nick shared his extensive experience in tennis, including his previous roles in Hawaii and his current involvement with various teams and lessons at the club.

- **Professional Background:** Nick detailed his professional background, including his five years in Hawaii as a head pro at two top 50 tennis resorts and his 16 years at the current club, where he started with junior programs and ladies' nights and now handles all adult and USTA teams.
- **Current Role:** Nick explained his current role, which involves working with every team from the 2.5 to the 4.5 levels, playing on the 5.0 team, and starting the 9.0 team, which is now managed by James.

## 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 April, 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 April was \$28,000 ahead of expenses, which was better than the budgeted expectation.
  - **Budget Comparison:** Luke noted that the club's revenue was \$15,000 better than budgeted, and expenses were \$17,000 under budget, primarily due to delayed maintenance and repair work.
  - **Maintenance Costs:** Luke mentioned that some maintenance work budgeted for April, such as painting the trellis and dome repair, was delayed to May, contributing to the lower expenses for the month.

## Open Items Review | Jeremiah Murlless

- **Open Action Items Review:** Jeremiah reviewed the open action items from the May meeting minutes and provided updates on various tasks.
  - **Code of Conduct Update:** Scott mentioned the progress on the code of conduct and the need to finalize the language and complete the exercise.
  - **Alcohol Access and Licensing:** Russ discussed the possibility of allowing alcohol access with a locked space and the need for clarification on licensing requirements.
    - **Alcohol Access:** Russ discussed the possibility of allowing alcohol access with a locked space, similar to a motel key system, to ensure controlled access and compliance with regulations.
    - **Licensing Clarification:** Russ mentioned the need for clarification on whether the club's existing license would cover this new access method or if a new license would be required.
  - **TLCC History Book:** Tom shared that Rod has made significant progress on the TLCC history book and suggested that a special committee may not be needed.
- **Board Reports and Committee Updates:** Jeremiah discussed the need for standardized documentation of board reports and committee updates, and the importance of providing information prior to meetings.
  - **Standardization Need:** Jeremiah emphasized the need for standardized documentation of board reports and committee updates to ensure consistency and clarity in the information provided.

- **Pre-Meeting Information:** Jeremiah highlighted the importance of providing board reports and committee updates prior to meetings to allow members to review the information in advance and facilitate more efficient discussions.

### **Bylaw Amendment Discussion | Rachael Bouma**

- Rachael provided the process for making amendments to the bylaws
- The Bylaw amendment language below was proposed via email to the TLTC Board of Directors on May 11, 2025 (providing a greater than 20 days written notice period as stipulated by the current TLTC Bylaws Article 7, Section B).
- **Dues Bylaw Changes | Luke Masselink**
  - The board reviewed the draft dues bylaws
  - Current language:
    - C. Dues
    - (1) Fixing of. The Board shall fix the dues to be paid by the members in each class. Dues may be adjusted at the discretion of the Board.
  - Proposed language:
    - (1) Fixing of. The dues to be paid by each membership class shall increase annually by 3%, unless otherwise voted by the board.

**Motion to advance amended Bylaw language for Dues (Rachael) second (Laura) 7:02pm**

**In Favor: Rachael, Morgann, Scott, James, Lauren, Justin, Heidi, Luke, Jeremiah**

**Opposed: Jason, Russ**

**✔ Motion Carries 8:02pm**

### **Standing Committee and Committee Development | Rachael Bouma**

- **Governance Committee**
  - **Committee creation is still required**
  - The board provides recommended members to participate in this meeting.

### **Discussion and vote to approved attached boards documents | Rachael Bouma**

- Conflict of Interest Policy
- Board Best Practices
- Board Confidentiality
- Table until Governance Committee, with the goal of having approved by end of year

## Committee Updates | Rachael Bouma

- **Facilities Committee | Jame Wonneberg**
  - Goals to provide recommendations for the next fiscal year's budget
  - Forward looking unless required
  - Repair threshold: Discussed \$20k, with notice to the board
  - Notice of Projects will be shared by committee
  
- **Strategic Planning | Justin Raphael**
  - New Member: Amanda Wilkerson
  - Financial Planning
  - Member Survey being commissioned
  - Draft plan ready in November
  
- **PNW Committee | Morgan Crook**
  - 100k committed
  - Working on merch
  - Meeting this week
  - Member Tournament starting the week prior
    - Sign-up's for member tournament next week
  
- **Membership Committee | Heidi Hurst**
  - **New members joining the membership committee meeting**
  - Senior membership
  - Swim Membership
    - Unanymous to vote no to those classification
    - Discussion to discount assessments in the future
    - Senior Social Membership consideration for lack of wear of tear
    - How to improve experience with new members and/or existing members
  
- **Aquatics Committee | Leah Knight**
  - **Finalizing swim schedule for the summer.**
  
- **Tennis Committee | Jeremiah Murlless**
  - Junior Tennis Tournament
  - Photo release

- Inter Club Play
- **Nancy Policy | Tom Peterson**
  - **Au Pair Membership Policy:** Tom discussed the policy for au pairs, suggesting that they should be allowed to use the facilities and be included in the family membership. No objection from the board.
- **Managers Report | Tom Peterson**
  - HVAC to install AC in lobby and upstairs gym on Monday and should last a few weeks
  - Playground got new chips
  - New BBQs
  - Club Survey - proposal being put together
  - Entering summer we have 30 lifeguards and 10 maintenance staff
    - Tom reminded the board to continuously share feedback as we receive it

**Motion to adjourn (Rachael) second (Jeremiah) 8:43pm**

**✔ Motion Carries: 8:53pm**

## 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	Rod to join TLTD Board of Directors meeting to share progress of 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
<b>Bylaw Amendment: Annual Dues Increase</b>	Amendments to the bylaws to include annual dues increase	In Progress	The board to review language for amendment bylaws that include an annual dues increase (May 2025)	Rachael Bouma

<b>Strategic Plan</b>	A Strategic Plan for TLTC that informs committee focus areas, business and finance, and ensure the success of the club for years to come	In Planning	The board to discuss the creation of a strategic plan for TLTC in May's board meeting.	Rachael Bouma Justin Raphael
<b>High Performance Junior Tennis Program</b>	Board support for the High Performance Junior tennis program	In Progress	The board to help support Ryan in spreading the word about the High Performance junior program  The board to help with providing a banner to support the High Performance junior program at this year's PNW	Tom Peterson Morgann Crook
<b>Club Management Software</b>	The club is considering a membership software system that houses key TLTC documents and provides club specific features for members and management	In Planning	Jeremiah, Tom and Justin to meet with Club Essential Software tomorrow, 7/8	Tom Peterson Jeremiah Murlless Justin Raphael
<b>Bylaw Amendment: Senior Membership</b>	<i>The creation of a member classification for our senior members</i>	Completed	<i>The Member Committee voted not to advance this task</i>	<i>Heidi Hurst Tom Peterson</i>
<b>Board Reports &amp; Committee Updates</b>	<i>Develop criteria and a process for gathering all committee updates, reports and materials to be reviewed in monthly Board Meetings.</i>	Complete		Jeremiah Murlless