



MAY '25 BOARD MINUTES

MAY 5, 2025 / 7:00 PM / LOUNGE

ATTENDEES

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

AGENDA

Welcome + Introduction | Rachel Bouma

7:01pm Call to order (Rachael)

Motion to amend March Meeting Minutes based on AI transcript requiring more details to align with meeting minutes best practices (Scott) second (Laura) 7:08pm

✓ **Motion Carries 7:08m**

Motion to Approve April Meeting Minutes with amendments (Laura) second (James) 7:10pm

✓ **Motion Carries 7:10pm**

Introduction of Ryan Paul, Tennis Pro

- Ryan shared with the board a brief description of his role at TLTC, where he is focused and progress he has made in key focus areas:
 - **High Performance Program:** Ryan presented the success of the high performance program at Tacoma Lawn, which has been running for a year and has seen significant participation and growth. The program aims to develop high-level high school players with aspirations to play college or professional tennis.

- **Video Feed System**
 - On hold to evaluate technology improvements
- **Heating / Cooling System in Cardio Gym & Lounge**
 - Obtain a bid for the HVAC system for the workout room to ensure comprehensive coverage of the upstairs area.
- **Access Control System**
 - Gather more information on the access control system, including the feasibility of using fobs and the associated costs.
- **NEW Precor Stair Climber + 1 -2 pieces of Cardio Equipment**
 - Proceed with updating cardio equipment
- **Software System:** Tom and the team discussed the need for a new software system to create a member portal and improve the club's accessibility. They are considering options like Club Essentials and Club Automation.
 - **Current System Limitations:** Tom highlighted the limitations of the current system, which is primarily a scheduling tool and lacks a member portal for confidential documents and information dissemination.
 - **Potential Solutions:** The team is considering options like Club Essentials and Club Automation, which offer more comprehensive solutions, including mobile apps and court reservation systems.
 - **Cost Considerations:** Tom mentioned that Club Automation costs \$18,000 per year, which is significantly higher than the current system, but offers more features and capabilities.

Committee Updates | Rachael Bouma

- Standing committees and committee development updated and Initial presentation of Board documents (Board Conflict of Interest Policy, Board Best Practices, Board Confidentiality)
- **Strategic Planning Committee | Justin Raphael**
 - **Strategic Plan:** Justin and the team discussed the development of a strategic plan, which will include a member survey to gather input on club improvements and priorities. They plan to commission a professional company to conduct the survey.
 - **Survey Implementation:** Justin emphasized the importance of conducting a member survey to gather input on club improvements and priorities. They plan to commission a professional company to conduct the survey.
 - **Strategic Plan Components:** The strategic plan will include various components such as finance, demographics, and member feedback. It will be updated annually and have a five-year time horizon.
 - **Professional Survey:** Tom mentioned that they have previously worked with a professional who has a doctorate in statistics and has conducted surveys for major companies. The board approved the plan to use his services again for this survey

- Looking into whether someone needs to open the can vs cans be distributed without having someone open on behalf of purchaser

Bylaw Updates | Rachael Bouma

- **Dues Increase Bylaw Amendment:** Luke is drafting an amendment to include an expected dues increase every year, which will be sent to the membership for review and feedback.
- **Membership Classification:** The amendment to include a new membership classification for senior members is being considered, and will be developed based on feedback from the membership committee.
 - It was noted that this amendment to may take a longer time as it will have various implications, including to the total number of memberships and a better understanding to the financial planning

Motion to adjourn (Russ) second (James) 8:43pm

✔ Motion Carries: 8:43pm

Board of Directors Open Item Report

Updated June 2nd 2025

Open Item	Description	Status	Next Steps	Key Stakeholders
TLTC Code of Conduct	The creation of a Code of Conduct for members and guests of TLTC	In Progress	Scott to create a draft of Code of Conduct informed by the outputs from the Boards Code of Conduct exercise	Scott Nicholson
Alcohol Policy	Determine an alcohol policy that allows members to purchase alcohol at the club	In Progress	Russ to provide the Board updates on our responses from the Washington State Liquor Board	Russ Heaton
TLTC History Book	TLTC has commissioned Rod Koon create a book that tells the story of the history of the Tacoma Lawn Tennis Club	In Planning	The board to create a special committee to support Rod and the creation of the TLTC History Book	Tom Peterson
Board Reports & Committee Updates	Develop criteria and a process for gathering all committee updates, reports and materials to be reviewed in monthly Board Meetings.	In Progress	Jeremiah to share recommended process and criteria with Rachael, President, to gather feedback and approval before sharing process and criteria with the broader board members	Jeremiah Murless
Notice of Upcoming Charges on Monthly Invoices	Communication of upcoming dues increase, assessments, auto-charges to be included in prior month invoices	Not Started	Amanda / Tom to confirm including this announcement is possible on upcoming invoices, and confirm these notices will start to be included on invoices	Amanda Wilkerson Tom Peterson