



SEPT '25 BOARD MINUTES

SEPT 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 Leah Knight Jason Ott Justin Raphael	Scott Nicholson	Tom Peterson

AGENDA

Welcome + Introduction | Rachael Bouma

7:01pm Call to order (Rachael)

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

✓ Motion Passes: 7:02pm

Financial Review | Luke Masselink

- The board reviewed the following financial documents:
 - Statement of Revenues and Expenses and Prior YTD Comparison (end of July)
 - Budget vs Actual - Year to Date (end of July)
- **Financial Update for July:** Luke provided a financial update for July, highlighting the club's revenue and expenses
 - **Revenue and Expenses:**
 - Maintenance: Revenue is currently less than budgeted
 - Social Events: Revenue was less than budgeted
 - Tom is working with Ashley on developing a report outlining the cause(s) for the loss on social events

- **Action Item: Tom to share report findings during the October board meeting**
 - The PNW financial report will be completed and will be reviewed during the October board meeting

Managers Report | Tom Peterson

- **Member Incident**
 - The board discussed an inappropriate incident involving a member that took place at the end of July, and aligned on a written response to address the incident.
- **Unauthorized Guest Incident**
 - The board discussed an incident in late August related to a group of unauthorized guests and aligned on a **formal response** to the non-member, who is in communications with the office staff and management

Bylaw Amendment Member Feedback | Rachael Bouma

- **Bylaw Amendment: Annual Dues Increase**
 - The board reviewed and discussed the member responses related to the bylaw amendment language addressing the annual dues increase
 - **Motion to approve proposed bylaw amendment related to annual dues increase (James second (Laura))**
 - Aye: Jeremiah, Rachael, Laura, Justin, James, Luke, Heidi, Morgann
 - No: Jason, Leah, Russ
 - **✓ Motion passes 7:56pm**

New Business | Rachael Bouma

- **Membership Survey**
 - **Status:** On Track
 - The board provided feedback on the draft survey provided by our 3rd party survey researcher
 - **Timeline:** Launching in Sept.
- **Code of Conduct**
 - Scott is continuing to work on this
- **Unsupervised Children at the Pool**
 - Scott is working on a communications to members to remind them of this policy

Committee Updates | Rachael Bouma

- **Governance Committee**
 - **Governance Committee has been created**
 - Summer, Trevor, Lisa

- They are currently working on the board documents – Conflict of Interest Policy, Confidentiality Policy, and Board Best Practices – and the board of directors candidate ballots
- **Facilities Committee | Jame Wonneberg**
 - New members have joined the Facilities Committee
 - Committee Minutes have been provided
- **Strategic Planning | Justin Raphael**
 - Focused on the membership survey
- **PNW Committee | Morgann Crook**
 - Financial Report showing P&L will be presented and reviewed by the Board in October's Board of Director's meeting
 - Tom and Morgann announced that the PNW will become a Level 1
 - Jeremiah noted that TLTC was awarded this due to the tournament director and understood the new tournament status to require additional resources and planning
 - Tom indicated that there are no additional requirements for the level 1 tournament, outside of the tournament's requirement to use Penn balls
- **Social Committee | Leah Knight**
 - No updates to share
- **Membership Committee | Heidi Hurst**
 - Heidi provided updates on the membership committee including new members and exiting members
- **Aquatics Committee | Justin Raphael**
 - N/A
- **Tennis Committee | Jeremiah Murlless**
 - No updates to share

Motion to adjourn (Rachael) second (Russ) 8:34pm

✓ Motion Passes: 8:34pm

Board of Directors Open Item Report

Updated Sept 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 (70% complete)	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 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
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 Progress	Tom to brainstorm compensation for the actual hours and work completed for Rod's efforts in creating the TLTC History Book	Tom Peterson
Notice of Upcoming Charges on Monthly Invoices	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
Bylaw Amendment: Annual Dues Increase	Amendments to the bylaws to include annual dues increase	Completed	The board to review language for amendment bylaws that include an annual dues increase (May 2025)	Rachael Bouma
Strategic Plan	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
Club Management Software	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 prepare club software material to the board, early Fall	Tom Peterson Jeremiah Murlless Justin Raphael
PNW Financial Report	Profit and Loss Report, along with details of Revenue and Expenses to be reviewed by the board	Not Started	Luke to work with our book keeper to pull financial report for October's board meeting	Luke Masselink
Bylaw Amendment: Senior Membership	<i>The creation of a member classification for our senior members</i>	<i>Completed</i>	<i>The Member Committee voted not to advance this task</i>	<i>Heidi Hurst Tom Peterson</i>
Board Reports & Committee Updates	<i>Develop criteria and a process for gathering all committee updates, reports and materials to be reviewed in monthly Board Meetings.</i>	<i>Complete</i>		<i>Jeremiah Murlless</i>

**High Performance
Junior Tennis Program**

*Board support for the High
Performance Junior tennis
program*

Completed

*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