

MINUTES
THE EDGEBROOK CLUB
Board of Directors Meeting
August 5th, 2020 (July Meeting)

Call to Order: 7:04pm

Attendance: [X] Bob Anderson, [X] Alberto Cedeira, [] Paul Cho, [X] Loic Deniel, [X] Cindy Hastings, [X] Sharon Kay, [X] Michael Ko, [X] Kevin Larson, [X] Laura Rochford, [X] Chauntelle Johnson

FINANCIAL SYSTEMS REVIEW: Lead by Judy Jones and Associates CPA, Jennifer Haddon – There were 7 recommendations (down from 26 from prior review in 2015) in order to shore up some internal controls, processes and procedures. Johnson asked how often a full audit should be conducted. Jones indicated that an audit should be done if it is required, or if the numbers don't look right. Otherwise, a financial review is sufficient for an organization of our size where all protocols are being followed. Judy indicated that Club Automation is very helpful and provides protection. Johnson is interested in a payroll service called PayCom which will simplify that process and assist with taxes. The board is interested in this once we recover from shortfalls due to pandemic shut down and limitation of services.

- See attachment for recommendations.

Approval of Old Minutes: Hastings motioned to approve. Anderson seconded. Motion carried.

Old Business:

Monthly Business:

1. Memberships Changes – lots of membership movement due to pandemic. We have gone through the waitlist and many have joined. The waitlist is now at 11. Johnson to review the bylaws to understand the process for when the wait list is exhausted. Members will be able to sell their membership privately in this instance. Anderson motioned to approve the membership changes. Ko seconded. Motion carried.
 - June:
 - i. Kelley sold to Bansal
 - ii. Nguyen sold to Wang
 - iii. Waitlist: 19
 - July:
 - i. Moss sold to No
 - ii. Subherwal to Morris
 - iii. Benoit sold to Chen
 - iv. Umeda sold to Chow
 - v. Bansal sold to Bucur
 - vi. Nocco sold to Skipworth
 - vii. Nguyen sold to Banks
 - viii. Sundquist sold to Nolan
 - ix. Komeda sold to Cossette
 - x. Newell sold to Koski
 - xi. Kurosawa sold to Ringwood

- xii. Recchi sold to Yuan
- xiii. For sale: 0; Waitlist: 11
- Waitlist Update:
 - i. 11 people remaining on the waitlist
 - 1. 9/11 have been offered a membership in the past 6 weeks and declined
 - 2. Next steps:
 - a. Email to waitlist asking to confirm their seriousness in purchasing within the next 6 weeks.
 - b. Prepare for no waitlist and members selling on their own for their own pricing if memberships continue to be sold at the current turnover.
- 2. Recent & Upcoming Club Events: None.
- 3. Club Financials: June – many summer memberships have been refunded which is contributing to our monthly loss of income. Ko suggested renting out the pool to groups – Johnson looking into the pricing for this to make it worthwhile. Aquatics Director has done a great job with lessons, staffing, swim team to maximize our pool income with all the restrictions. Cedeira motioned to approve the budget. Ko seconded. Motion carried.
 - May Income: \$18,611.84k
 - May Expenses: \$78,779.91k (\$76k projected)
 - May Net Income: (\$60,168.07) (\$-46k projected)
 - June Income: \$36,785
 - June Expenses: \$107,030
 - June Net Income: (\$70,245)
 - Estimated July Income: (\$16,142)
 - Estimated July Expenses: approx. \$102k
 - Estimated July Net Income: approx. (\$116k)
 - i. Summer Memberships refunded in July: \$91k
 - June + July Aquatics Income: \$25k
 - June + July Aquatics Expenses: \$36k
 - Cash On-Hand as of 5/28: approx. \$718k
 - Cash On-Hand as of 6/25: approx. \$632K
 - Cash On-Hand as of 8/3: approx. \$503k
 - Summer Membership Income as of 8/3: \$24k (was \$98k on 6/25; \$116k on 5/28; \$170k 4/23)
 - SBA PPP Loan amount: \$150,400; disbursed May 4th
 - i. Update: PPP regulations are released. Will begin exploring the process behind application and whether it should be done internal or external for best chances for forgiveness

Current/New Business:

1. Updated COVID-19 Guidelines for the state and what that means for Edgebrook
 - WFA (Washington Fitness Alliance) – Johnson is working with a group of clubs across the state that are similar to ours (no fitness club or exercise classes) in order to appeal to the state for guidelines that are appropriate to our facility size and offerings.
 - Fall USTA Season – Board decided to allow for USTA in club

- Fall Programming – Board supports adding fall and winter programming for more club member only flights, mini season, tournaments, etc to encourage court time.
 - Cups/Daytime Tennis – SACT has cancelled regional Cup season. Board supports replacement club member only program for women’s daytime tennis.
 - Group Classes – these have been successful and continue to get booked. Will start to be offered in late August and early September. Classes will be limited in size due to restraints and pricing will remain consistent with past offerings.
 - Staffing – Johnson will not replace leaving tennis staff member at this time.
- 2. Updates regarding maintenance/facilities
 - Adjacent Tree to Property – neighbor is concerned about an aging tree that could damage her property. It’s not clear if the tree is on Edgebrook property or not. Johnson will find a surveyor to determine. It could be expensive to remove the tree.
- 3. Business from the Floor – Hastings working with Welt on Junior Program Handbook. Progress is slow from Welt. Hastings to make progress this month.

Next Meetings: August 27th at 7pm (Virtual)

Adjourn: 9:35pm