

MINUTES of STC BOARD OF DIRECTORS MEETING, August 29, 2013

CALL TO ORDER: President Ruffin called the meeting to order at 4:15 pm

ATTENDEES: BOD members F. Ruffin, M. Murphy, K. Prass plus 9 STC members. Board members Waldorf and Quigg not present.

APPROVAL OF AGENDA

No additions were made to the agenda.

COMMITTEE REPORTS

December Holiday Party Committee Report: Geri Sandilands and Sarah Smith provided an update on the planning for the December Holiday Party scheduled for December 9, 2013. Using data from previous events, they are projecting costs and trying to render the event cost neutral. There will be music by Gus and Tina, a dinner (buffet or plated) and a raffle with multiple prizes such as gift certificates to events or restaurants. The final cost with all charges and service fees is still not final.

The BOD approved a motion to authorize a maximum of \$400.00 up-front to cover additional expenses.

ANNOUNCEMENT

New Years Eve Party: F. Ruffin announced that there would be a New Years Eve Party on December 31, 2013 with a section reserved for tennis player attendees to be seated together. No further details are available yet.

Women's Organized Paly Committee Report: Mary Jo George gave a summary of the Ladies Organized Play Committee meetings that were held in July and August. The group identified four reasons that ladies do not participate in Organized Play

- Skill Level is unbalanced due to large number of B+ ladies;
- Provisional Play was not supported by members;
- Friends play with friends (set up own matches);
- Personal commitments e.g. League Play on OP play days.

They also had three proposals for possible solutions to the issues, but could not come to a consensus on any one proposal. The proposals were:

- Seeding everyone with no scoring;
- Seeding with scoring, i.e. modified OPUS,
- Controlled self-rating to develop seeding.

Several other committee members also discussed the committee's work.

Nominating Committee Report: Frank Valenti submitted the Nominating Committee's recommended slate of officers for the STC BOD for 2014. At the September 18, 2013 membership meeting the slate will be announced and the committee will accept additional nominations from the floor at that time.

Renewal of Insurance for BOD: Director Prass reported that neither the policy from HOA1 nor the current policy maintained by the STC independently provides the total required coverage, therefore, the STC will continue to purchase the separate coverage for another year.

Procedure for Coordinating Tennis Social Events: A procedure to guide the process of organizing a tennis social event was submitted by MJ George and will be posted on the STC web-site. (Appendix 1)

STC Charity Fund Donation: The STC has donated \$1400.00, the balance of the STC Charity Fund, to SaddleBrooke Community Outreach. (Acknowledgement attached to minutes)

August 16 Ladies Tennis Social: A tennis event and brunch were held on August 16 to say goodbye to three STC members who are relocating. It was a very successful event.

Volunteer Recognition Event: The Board would like to sponsor an event to honor the many people who have volunteered their time and energy to our club this year. The Board discussed possible events and ways to show appreciation and recognition of these individuals. An event will be planned for October. Several Agenda Items were not addressed due to time constraints and will be added to the next Board meeting scheduled for September 12, 2013. These include: Preparation for the September 16 membership meeting; Add-on to the GOST program proposed by Riley Jackson; and Ball Machine volunteer search.

The meeting was adjourned at 5:35 pm.

Minutes submitted by Melanie Murphy STC Secretary

Appendix 1:

Process for Coordinating Social Events

30 - 45 Days before event:

- Submit request to chair event to BOD
- Request any financial support from BOD (balls, drinks, paper products, pizza, etc.)

3 weeks before event:

- Make up and Obtain BOD approval for:
 - Communication memo to go to STC membership
 - Flyer to be posted on bulletin approval (suggested format for flyer on website)
 - Flyer and/or announcement to be posted on website
- Have Coordinator reserve estimated (or fixed) courts for event
- Post Sign-up Sheets (for play and food, if potluck) on Bulletin Board outside STC

1 week before event

- Get Committee Members to help:
 - Table and chair set up (usually 3 -4 guys, the day before)

- Decorating and Indoor table set up (usually 3 – 4 people)
- Food Management & Crowd control (usually 3 – 4 people)
- Clean-up and breakdown (usually 3 – 4 people, plus participants will help)
- Get people from different STC ratings to help you with court match-up
- Get decorations if needed (BOD approval for expenditure)
- Confirm paper products available

3 days before event:

- Pull sign up sheet; if uneven numbers, name subs or get more people to fill empty slots
- Notify Coordinator of how many courts you need
- Make up matches with help from other “raters”

2 days before event:

- Publish match schedules via email, posting on board, (coordinators) and on the website (Riley)
- Get key & alarm code from STC Coordinator (need BOD approval)

1 day before event: (Set Up Committee)

- Set up tables inside and out, additional chairs if needed
- Move inside furniture to make room for buffet line tables
- Set up buffet line tables inside
- Lock up restrooms, tennis center, set alarm when you leave

Day of event (before tennis activity) (Decorating Committee)

- Have Decorating Committee decorate as desired (event decorations are in shed)
- Receive food, refrigerate food as necessary
- Set out paper products
- Make lemonade, ice tea, coffee, if desired

Day of event (20 - 30 minutes before tennis ends) (Food Management Committee)

- Lock yourself inside so people don't start coming in and take food
- Set out food
- Have people enter STC through front door, get food, exit patio door

Day of event (after) (Clean Up Committee)

- Return all decorations, tables & chairs to shed
- Put furniture inside and out back in place
- Take down any signs, decorations
- Take home dirty dishtowels to wash and return
- Lock up restrooms, tennis center, set alarm before you leave

Next Day

- Return key to Coordinator
- Send out thank you note (or have BOD do it)