

South Bay Community Association (SBCA)
Board of Directors Meeting
October 10, 2024

Minutes

1. Call to Order 9:30 am
2. Determination of Quorum
 - Board of Directors Present
 - Bob Gilbert
 - Randy Edwards
 - Michael Stuber
 - John Cacho
 - Carolyn O’Keeffe
 - Mark Schwendener
 - Howard Weiner
 - General Manager
 - Mark Torres - Present
3. Approval of Agenda
 - ➔Approved by voice vote
4. Approval of Prior Meeting Minutes for September 12, 2024
 - ➔Approved by voice vote
5. President’s Remarks
 - Attended PLVC Meeting
 - PLVC does not have effective funding
 - Prior year 69 donations for a total of \$3,900
 - However the Budget is closer to \$16,000
 - PLVC Needs to clarify their mission and organization
 - Met with editor of the Port Ludlow Voice
 - With the recent addition of Howard Weiner the Board roster is full at a count of seven
 - Work on the Bay Club facility is proceeding
 - Locker Room and Spa
 - New Health and Fitness equipment has been purchased
 - Outside cleaning - especially pressure washing of the sidewalks
 - SBCA Board will host the LMC Board in November for a social get together
 - Recognition of volunteer efforts through the PL Voice article

6. Manager's Report (Mark Torres)
 - See written Report (attached)
 - Quarterly Assessments have been sent for the 2nd fiscal quarter
 - Planned and budgeted expenditures from reserve fund are on track and proceeding
 - mostly under budget
7. Treasurers Report
 - YTD income is mostly on Track
 - income is under by approx \$9,000
 - However expenditures are under budget by approximately \$30,000
 - The Members Lounge income still exceeds expenditures
 - Reserve fund contributions are on budget
 - Finance Committee in working on effective investment of reserve funds
8. Board communication
 - Nothing to Report
9. Committee Reports
 - A. See Manager's Report (attached)
 - B. Activities
 - October 4: Pancake Breakfast for Dove House
 - October 11: Members Social
 - Committee is working on the Goal of having a Food Event every 2nd Friday of every month, may include
 - Food is prepared by Bay Club Staff, eg. Salmon Feast
 - Food catered, eg. Holiday Gala
 - Member Socials, appetizers prepared by members - pot luck
 - Most likely will start all Friday events at 5:00pm in stead of the current 5:30
 - Holiday Decorating will take place the week before Thanksgiving
 - C. Communication
 - Met with LMC Communications Committee
 - Met with editor of Port Ludlow Voice
 - Will expand use of the "upcoming dates" box to highlight meetings and activities for the upcoming two months
 - Update of SCBA Calendar - in process
 - Reviewing communications methodologies
 - Committee set-up in process
 - D. Facilities
 - No Quorum for meeting

E. Finance

- Committee is planning for the best possible return for invested cash funds
- Using short term CDs with interest of 4-5%
- ➔ **MOTION: Roll over the funds from the maturing two First Security CDs (\$55,596) into two 11-month First Security CDs at 3.85% and invest \$45,000 to \$50,000 in a new 6-month CD at 4.5%.**
- ➔ **Motion from John, second by Carolyn, approved by voice vote**
- The Committee will prepare a 3-5 year budget forecast

F. Health and Fitness

- Review of New Cardio
- Weight Room has been re-arranged to accommodate the new Bench Press
- The committee will send an eBlast about the new equipment
- Discussion about pool usage
 - specifically updating of the pool Rules & Schedules
 - Reminder that there is a Member code of conduct
 - People need to understand the “why”
 - Lap usage is very specialized
 - Water is more affected by contra movement than air; any usage of other lanes that is not lap swimming - (either by lap walking or other movement) - will affect the lap swimmers
 - Howard asked about usage tracking
 - The H&F committee is looking into apps that may be able to help with both reservations and usage tracking

G. Human Resources

- No Meeting; No Report

H. Strategic Planning

- Scope: limited to SBCA, but will keep in mind SBCA is part of a larger community
- Go Slow to Go Fast
- Howard will ask other committees to contribute their vision for the Club, from each individual committee viewpoint
- Howard looked into the History of community planning
 - There was a large planning effort in 1996 involving 23 subcommittees and over 200 people.
 - If we could obtain some documentation, this could give some ideas and guidance

10. Old Business

- A. Corporate Transparency Act Forms are needed from Board members

11. New Business

A. Discussion about Pool Rules:

- ➔ **Motion: General Manager shall update pool schedule & rules to clarify that some Lap swim periods are for lap swimming only while others are for mixed lap use and shall add the lap swim reservation policy to the Bay Club Rules**
- ➔ **Motion from Randy, second by Carolyn, approved by voice vote**

B. Kiln

- Has been out of commission for several weeks
- Taken to Seattle pottery for review
- Will also need to have electrician evaluate situation
- Cost for replacement parts: \$1,100
- Cost for new Kiln: \$2,700 (recommended by General Manager)
- Comment by Christine Spagle: Kiln is similar to Exercise equipment
- ➔ **Motion: Replace kiln with a budget up to \$3,500, expenditure from reserves**
- ➔ **Motion from Randy, second by Carolyn, Approved by voice vote**

C. Elliptical machine

- Members have complained about noise while in use
- This machine was purchased used
- Cost to rebuild: up to \$1,100
- cost for new: \$4,000
- ➔ **Motion: Replace Elliptical machine with a budget up to \$4,500, expenditure from reserves**
- ➔ **Motion from Randy, second by Carolyn, Approved by voice vote**

12. Member Comments

- none

13. Adjourn

- ➔ **Motion to Adjourn approved by voice vote**

Next SBCA Board Meeting: November October 14, 2024

SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
October 10, 2024, 9:30am
AGENDA

1. Call to Order
2. Determination of Quorum
3. Approval of Agenda
4. Approval of meeting minutes; September 12, 2024
5. President's remarks
 - a. PLVC Update – how it impacts SBCA
 - b. Voice Update
 - c. Recruitment Progress
 - d. Comments about recent work done
 - e. Recognition of Volunteer efforts
6. Manager's report
7. Treasurer's Report
8. Board Communications
 - a. N/A
9. Committee Reports
 - a. ARC
 - b. Activities
 - c. Communications
 - d. Facilities
 - e. Finance
 - f. Health and Fitness
 - g. Human Resources
 - h. Strategy and Planning
10. Old Business
 - a. CTA documents from SBCA Board members to General Manager.
11. New Business
 - a. Kiln
 - b. TBA
12. PLVC report
13. Member comments
14. Adjourn

Next SBCA Board Meeting: November 14, 2024 | Next SBCA Board workshop date: TBD

Mark Torres, SBCA General Manager

Active Projects:

1. Club operations:
 - a. Staffing/HR:
 - i. I reported last month that a new admin position was going to be created. I have been recruiting for the role and offered the role to our in-house staff member, Debbie Reandeu. She recently accepted the offer. On Monday, October 6th she assumed this responsibility. I will be meeting with key staff members tomorrow to review changes to roles/responsibilities, and summarize short term goals and priorities, most of which related to the Front Desk administrative support role.
 - b. Pancake Breakfast: our monthly fundraiser for June was for Dove House. We had a normal turnout of about 50+ppl, and the organization will end up receiving over \$400 in share of proceeds and direct donations from the event.
2. Bay Club equipment/active projects.
 - a. All planned reserve projects have been completed with the exception to dust collection system install for the Woodshop. All projects will be paid for before the end of this month. The total expenses for all projects were within \$600 (under) budgeted total.
 - b. We have a number of other reserve expenditure projects/purchases occurring at the end of this month. Chairs for the card room were received and put in place. Old chairs were given away to a number of SBCA members. Fitness equipment has been ordered and is arriving today. A new dust collection system for the Woodshop will be ordered next week. The locker room tile is scheduled for the week of September 23 and will involve complete closure of both locker rooms while the work is being performed. During that period the Pool area will also have a number of projects occurring and the pool/spa will also be closed during the (week) period. The pool projects are spa resurfacing, heater replacement for pool and spa, slider door replacement, and the pool tile will be repainted. All planned reserve expenditures approved for the 2024-2025 fiscal year should be completed and paid for by the end of October. At this time, the total of all expenditures is still in line with the budget forecast.
3. Administrative Projects.
 - a. The CPA firm, Newman Certified Public Accountants, are still working on the SBC audit. Once the 2023-2024 fiscal year is fully audited, the firm will also submit our annual tax returns as well.

ARC Committee Report (September meeting): There were eight applications submitted for August. All were approved, one was conditionally approved. No other items were addressed, no action items for the Board.