

**LOS RANCHITOS CABANA CLUB Board of Directors Meeting**  
**Minutes: November 28, 2017 7:00 pm at Los Ranchitos Cabana Club**

1. Meeting Call to Order: 7:04 PM
2. Roll Call
  - a. President: Pete Hanaray
  - b. Vice President: Brooke Brooks
  - c. Secretary: Jeremy Scheerer
  - d. Aquatics: Nada Meck
  - e. Treasurer: Renee Small
  - f. Additional participants: Celeste Gaither, Ann Tucker
3. Approval of Minutes
  - a. October 30th, 2017 Board Meeting. **Motion by Jeremy Scheerer to approve minutes, seconded by Pete Hanaray. Approved.**
4. New Business
  - a. Summary of November 4th closure event
    - i. The event went well the closure checklist was completed. The bathroom doors do need to be locked for the off season. The President will check the LRCCWeb gmail mailbox to see if there are any reimbursements requested. Garbage and recycling pickup have been cancelled, the Green Waste pickup will continue.
  - b. SCIF insurance payment was made on time. The question was raised if we need to add this to an auto-payment list
5. Reports of Officers, Boards, Standing Committees
  - a. President
    - i. President needs to review the draft bylaws prior to transmittal to the Law Firm
  - b. Vice President
    - i. The Janitor has made a request to take the destroyed pop-ups. The Board agreed they are available for the taking
  - c. Treasurer Report
    - i. The last deposit was made around Thanksgiving and there are no big discrepancies. The Treasurer does not receive the volunteer refund emails and the President will check on these. Tax preparation service was paid at time of service but the Board has questioned if the total service fee is something we need to assess. Prior year costs should be reviewed
  - d. Secretary Report
    - i. The Secretary has contacted Chase Bank regarding the change in Board. The Vice President and Secretary will need to sign a change of Board letter at the bank to make the change official
    - ii. Secretary will need to add Ann Tucker to the Board meeting draft emails
  - e. Facilities Report, Director not present, but reports the following
    - i. Chem levels running great, all chems delivered for the winter
    - ii. Installed new "pool closed" sign
    - iii. Cancelled insurance claim. Premium would have most likely went up
    - iv. Daniel and Facilities plan to sweep / clean the pool on Saturday
    - v. No need to order a new shelving unit. After cleaning up the pool room, we have plenty of room for eyewash station. Will install a new single shelf for testing materials
    - vi. Need help removing the last umbrella and the remaining umbrella stands.
  - f. Aquatics Report
    - i. A question was raised on the eyewash station and maintenance. And once the unit is delivered the fluid will need to be changed out twice a year.
  - g. Membership Report: Not present to report

- h. Bookkeeper Report
    - i. Budget vs. Actuals were provided at the meeting to review. The 2018 budget will need to be generate/reviewed in December/January. Pete will talk with Mike to see if there is a draft schedule for the review of the budget.
  - i. Report of Committees
    - i. Swim team Update
      - 1. The team provided a preliminary budget to review. A reserve of \$5k was raised vs. the goal in 2017 of approximately \$2.2K
      - 2. A draft Swim calendar was reviewed and a soft copy will be mailed to the Board to review. Potentially practices will run from 4/16/18 through end of July. Most likely evening practices on Fridays will end at 630pm and Monday-Thursday will end at 700pm like this year. Team will start hiring in Jan/Feb timeframe and the request was made to archive Woofoo info to enable easier scheduling. Sue Ott will need to review the info and see what will work best
      - 3. The Swim Team would like to know if Membership fees are going up and are hourly wages increasing for next year? This will be discussed at the next Board meeting
    - ii. 2018 Schedule for Community Social Events: We will need to review the budget for the 2018 socials to ensure the appropriate events have the right amount of food/snacks. We will need to pick the 2018 Election Date and the Season Opening Event at the December Board Meeting.
    - iii. Bylaw Committee update:
      - 1. Mike Salib has met with Adler and Colvin and they sent an Engagement letter to Pete Hanaray for him to sign
      - 2. Once letter is signed, they will work with the ByLaws committee to generate new ByLaws and tidy up any issues discussed
6. Next Board Meeting Scheduling
- a. Wednesday, December 20th 7pm 2017. Weather may drive the next meeting to an alternate location
7. Adjournment at 8:01pm