

LOS RANCHITOS CABANA CLUB Board of Directors Meeting
Minutes: February 12, 2018 7:00 pm at LRCC

1. Meeting Call to Order: 7:03 PM
2. Roll Call
 - a. President: Pete Hanaray
 - b. Vice President: Brooke Brooks
 - c. Secretary: Jeremy Scheerer
 - d. Treasurer: Renee Small
 - e. Aquatics: Nada Meck
 - f. Membership: Sue Ott
 - g. Additional participants: Celeste Gaither, Ann Tucker
3. Approval of Minutes
 - a. January 22nd, 2018 Board Meeting. **Motion by Pete Hanaray to approve minutes, seconded by Jeremy Scheerer. Approved.**
4. New Business
 - a. Hiring
 - i. Hiring link is live but there are reports that the job descriptions are currently down. Sue Ott is investigating
 - ii. Last year, there was an issue if people had applied but hadn't fully completed the process. Wufoo will not send a confirmation email, but it will denote if an applicant has completed the application process
 - iii. Ann Tucker has volunteered to help Nada Meck with the hiring process. Anne will help Nada navigating the Wufoo forms
 - iv. Some local schools may allow notification on their message boards or morning announcements
 - v. Previous applicants may be contacted
 - b. Website Update
 - i. The Board Minutes and Agendas have not been posting correctly and Sue Ott has asked for assistance with WordPress files. Brooke Brooks has offered to help.
 - ii. Wufoo registration page re-directs applicants and there is a Team Meet hotlink that doesn't appear to work. The trick to get it to work appears to be having members clear their local cache
 - iii. Mail services for all of the LRCC positions have been checked, but it was reported that the LRCC Office Manager email has not been checked in a number of months
 - iv. Sue has graciously taken up the temporary work to get the website up to speed for the initial opening of the season. But, she will not be able to manage the website long term along with her Membership duties. Brooke Brooks has volunteered to help temporarily
 - v. Nada Meck will have to create an Aquatics calendar that is linked from the main site
 - c. Board Elections
 - i. So far there have only been a few applications for the Board from non-board members. Existing Board members will have to re-run. Last year there were 13 nominations, as a result we have extended the nomination deadline
 - ii. Mailers will need to go out by February 20th to meet the election minus 30 day deadline
 - iii. We'll need to send a reminder about the elections with the general welcome announcement
 - d. Open House
 - i. For the open house spring cleaning on March 10th, it would be beneficial to find organizations that require community service volunteer hours. Pete was going to follow up with the groups that were previously contacted. Brooke Brooks was going to reach out to local schools

- ii. The signup genius site is live for the open house event
- iii. The eyewash station is here and has a slot to be installed on the 10th
- iv. Umbrellas can be purchased from Costco
- v. The sink install will be accomplished within the next two weeks
- vi. Gary was going to install the metal plate to cover the old sink
- e. Community Postcards
 - i. 1000 postcards have been sent out to the local community

5. Reports of Officers, Boards, Standing Committees

- a. President
 - i. 20 refund requests were found in the LRCC Office Manager email account. Mike Salib has volunteered to review the refund requests
 - ii. HostGator charges are coming due and we need to investigate if we can set this up as an auto payment.
 - iii. Sue Ott was thanked again for all her hard work on getting the website back up to speed
 - iv. A number of volunteers are planning on returning to help the LRCC
- b. Vice President
 - i. One member has volunteered to help with the election
- c. Secretary Report
 - i. Umbrella stands have been removed with the exception of one stand that would not come out
- d. Treasurer
 - i. There are a few straggling statements that were recently found. There haven't been bills delivered in the mail however. For example, Leslie's could electronically send the invoice. They have had turnover and that could be why the mail chain has been broken. This could be the same story for the pest control bill. There was a suggestion to have the mail forwarded in the off season to keep from seeing this issue again
- e. Facilities Report
 - i. The remaining broken umbrellas and the metal rack can be disposed of in the trash
 - ii. THE LRCC could call and ask to get a green waste bin, waste is currently being disposed in another manner
- f. Aquatics Report
 - i. Hiring will be a priority in the near term. Sue Ott has helped condense the lesson signup form on the webpage
- g. Membership Report
 - i. Wufoo has been set up to reflect the early discount on signup. There will be mailings that go out pre-opening day and post-opening day.
 - ii. We haven't heard back from the Millennium Group on the update of the FOB system recently and we will be reaching out the parent organization
 - iii. The next month will be a busy period for the Membership Director
- h. Bookkeeper Report
 - i. Not present
- i. Report of Committees
 - i. Swim team Update
 - 1. Some members may be signing up directly with Sharks vs. signing up with the LRCC first
 - 2. As of tonight, there are 13 families that have signed up for the swim team
 - 3. First committee meeting is tomorrow night, February 13th
 - 4. There is the possibility that an away meet may change
 - 5. Swim Team insurance invoice has been provided to the President
 - ii. Bylaw Update
 - 1. The committee has agreed that the draft bylaw may be sufficient legally, but could be cleared up (dissolution and bylaw updates). Details will be outlined in the draft bylaws. The other item to consider is we should have two separate votes, one for the Bylaw updates and the articles of incorporation
 - 2. A response to the law firm will be made tomorrow

3. The membership vote on the new laws could be done by mail, but the general membership needs 30 days to vote
- iii. Socials Activities Update - Nothing significant to report
 1. Socials are outlined on the postcard mailer. Cleanup day will feature lite breakfast treats and coffee. Lunch will be provided by a local Mexican restaurant
6. Next Board Meeting Scheduling
 - a. March 24th, 2018. At 12pm.
7. Adjournment at 8:42 PM