

LOS RANCHITOS CABANA CLUB Board of Directors Meeting
Agenda: Monday, January 21, 2019 7:00pm
At Wilson Residence - 1620 Palo Santo Dr. Campbell

1. Meeting Call to Order
2. Roll Call:
3. Approval of Minutes
 - a. November 26, 2018 Board Meeting
4. ByLaw Committee Update - carried over from last meeting
 - a. Approval of new bylaws
 - b. Procedures regarding voting them in need to be ironed out to stay within the confines of the terms stated in the proposed bylaws
 - c. Printing and preparing the mailing of bylaws and ballot to approve
 - d. Secretary to include in minutes a summary of Mike's email re: billing with the law firm
 - e. What filing might be necessary with the county once new bylaws are passed.
5. Current Action Items:
 - a. 2018 Membership Survey (10 min)
 - b. Postcard communication (5 min, confirm dates)
 - c. Elections (10 min, confirm who's returning, confirm date of Open House and Election)
 - d. Who is attending the State Fund Premium Audit Appointment on February 19 at 11am which allows for a 2 hour window of arrival? (Policy #9147566-2017)
 - i. Did the letter arrive which tells which records are required for the audit? Pete indicated that Jeff should have this information?
 - ii. Did the attached Business Operations and Sub Contractor form get filled out?
 - iii. Did anyone confirm the appointment and location with *Linh Vuong* - State Fund Premium Auditor - Cell: (408) 656-7422 Fax: (408) 882-2058
 - iv. For additional information about the audit process with a checklist for preparing for your audit, please see [Premium Audit Guide](http://content.statefundca.com/pdf/PremiumAuditGuide.pdf)(<http://content.statefundca.com/pdf/PremiumAuditGuide.pdf>).
 - e. Moreland Summer Camp Request
 1. runs from Monday June 17, 2019 - Thursday August 9, 2019.
 2. weekly 2 hour swim session on each Friday (7 total).
 3. prefer an afternoon slot such as 12:30 - 2:30 but are willing to do morning
 4. Prefer to bring all children at once (up to 135) but willing to split the students in half by younger grades and then older grades and have them switch off and attend every other week.
 - f. wufoo/employment app--needs updating in order to use
 - g. tied to the budget reconciliation, we want to make sure that the reserve funds are actually there-- looks like there should be close to 22K in the reserve funds from sharks required amount (\$21,488.74 I believe)
 - h. Sharks team calendar (events, practice schedule, etc.)
 - i. Online announcement that lifeguard applications are available, other avenues of recruiting
 - j. Scheduling issues for guards
 - k. Facility items needed:
 - i. purchase and install new sail cover for the ping pong table area
 - ii. provide flyer to school party participants offering early bird discount by June 15 which was done last year and brought in a few new memberships
 - iii. purchase and install a different kind of cover by pavilion
 - iv. check effectiveness of Lube for umbrella receivers - check at opening in April
 - l. 2019 Vendor List document
 - m. video camera glitches
 - n. tree removal and replacement
6. Reports of Officers, Boards, Standing Committees

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Facilities
- f. Aquatics

g. Membership

- i. HostGator account has been paid, \$23.95, with the LRCC Chase VISA card ending xxxx-7887 and auto renewal has been setup with the renewal date of 2019-02-19
- ii. 2018 Wufoo bill was paid with Pete's personal credit card. Going forward, the annual

Wufoo

bill of \$299 is set to automatically renew in early September and be charged to the LRCC Chase VISA card ending xxxx-7887.

h. Director At-Large 1

i. Director At-Large 2

j. Bookkeeper

k. Report of Committees

i. Swim team Update

ii. Socials Activities Update

7. Next Board Meeting Scheduling - February

8. Adjournment