

# DFC Governing Board

## Regular Meeting Minutes

January 13, 2023

A scheduled, in-person meeting of DFC Governing Board was called to order at 12:02 pm EST on January 13, 2023 by President Tom Metzloff.

### Roll Call

Role	Name	Present?	Role	Name	Present?
President	Tom Metzloff	X	At-large	Blue Dean	X
President-Elect	Diane Lennox	X	At-large	Philip Lozier	X
Past President	Bob Walker	X	At-large	Maria Manson	
Treasurer	Jamie Claar	X	At-large	Chiara Melloni	
Secretary	Billy Heim	X	Executive Director	Chris Jaques	X
			Office Manager	Patti Allen	X

### Approval of Agenda

The agenda was approved as presented.

### Approval of Minutes

The minutes of the following meetings were approved by the Board:

- Regular Meeting of November 11, 2022
- Regular Meeting of December 15, 2022

### Upcoming Board Meetings

The next meeting is scheduled on February 10, 2023 at 12:00pm EST in-person, but possibly will be rescheduled pending determination of date/time for the annual meeting.

### Financial Update

Chris presented the financial report for December. No financial concerns were noted. As expected, revenue was low for December with some coming in from mini-camps and guest fees being higher than expected (likely a result of capturing more with CourtReserve and higher numbers of long-term guests). He reported that the allocation of annual dues to the appropriate periods is still being sorted out and waitlist fees are currently being recognized as revenue, but should be a liability. Chris raised the question to the Board of whether to allow members to pay initiation fees and annual dues in two installments rather than one (which has been done in the past). The Board agreed that initiation fees and annual dues should be paid in a single installment; however, for members with extenuating circumstances, a request could be sent to the Membership Committee for review.

### 2024 Budget

Chris and Jamie have prepared a draft 2024 budget that has been circulated to the Board. The Board members will review and provide comments for revisions with the goal of approving the 2024 budget at the Feb 2023 meeting.

### Facilities Projects and Capital Improvement Fee

The Facilities Committee met on 1/10/2023 to review on-going maintenance projects and potential future facilities projects. Projects are as follows:

- On-Going
  - Lebar Building Roof: the Lebar building roof is scheduled to be replaced in late Jan 2023; the cost to replace the roof is covered by insurance due to hail damage.
  - Pickleball Path: A path will be constructed behind Court 9 so pickleball players can access the pickleball courts without crossing Court 9; in addition, a patio area will be constructed next to Court 10 so pickleball players have space to congregate while waiting to play.
- Future
  - Additional Shade for Main Pool: A regular request of members is for additional shade on the pool deck. Chris is gathering pricing from vendors. The Facilities Committee intends to move forward on a project prior to Summer 2023.
  - New Pool Slide: The current pool slide is nearing the end of its useful life and will need to be replaced. Chris is gathering pricing from vendors. The Facilities Committee intends to move forward on a project prior to Summer 2023.
  - Splash Pad: It has been proposed to add a splash pad to the main pool deck area. Chris is gathering proposals from vendors for review by the Facilities Committee with the intent of this project being complete by Summer 2024.
  - Additional Fencing: There have been some safety issues with people accessing the picnic shelter and Lebar building directly from the parking lot. Plans are being made to add additional fencing and a gate for the service road.
  - New Picnic Shelter: The current picnic shelter is nearing the end of its useful life. Rather than continuing to repair the current picnic shelter the Facilities Committee is considering demolishing the existing one and relocating it to behind the playground. Chris is gathering proposals from vendors for review by the Facilities Committee with timing of the project to be determined.
  - LED Lights for Courts: There are plans to convert all court lighting to LED as well as add lighting to the basketball court. This is a longer-term project with significant capital expense, but possible savings from energy efficiency.

The Board discussed the timing and funding of planned projects. It was determined that the DFC's current operating budget does not provide adequate resources for capital improvements. After additional discussion, a motion was made, seconded and unanimously approved by those present to instate a \$50/membership/year Capital Improvement Fee to take effect for the upcoming 2023-2024 membership year.

### **Annual Membership Meeting**

The Board intends to hold the Annual Membership Meeting in Feb 2023. Chris will poll the Board members for a date/time.

### **Duke-DFC Realignment**

Tom reported that there were no updates at this time.

### **Executive Director Report**

Chris reported the following:

- The new DFC website is built and should be launched by end of Jan 2023.
- The DFC logo is not approved by Duke any longer and cannot be used on the website. He will look into new logo development costs.
- A prospective member on the waitlist has previously been suspended from another local area club. The Membership Committee will review the situation and make a determination on whether the prospective member will be offered membership at DFC.

The Board meeting adjourned at 1:34 pm EST after which the Board met for a brief executive session.

Minutes prepared by: Billy Heim, Secretary