Minutes of the  
SCRA Board of Directors Meeting  
Tuesday, April 17, 2012  

The regular meeting of the SCRA Board was held at the noticed time at SCRA’s Community Room, and was called to order at 12:05 PM. Board members present included: David Drover, Corinne Thomas, April Triantis, Leslie Fiedler, and Jan Rossi. DAPER staff present included Steve Robe and Ray Purpur. Board members David Engstrom and Robert Kessler were absent. Ray Purpur had to leave at 12:45 for another meeting. Copies of the following documents were distributed during the meeting (attached):

- Agenda, SCRA Board of Directors Meeting
- Minutes of the March 13 SCRA Board of Directors Meeting
- SCRA Board Meeting Schedule 2012
- FY12 Budget Variance Report – February 2012
- SCRA Membership Update
- SCRA 2012 Summer Swim Only Program
- SCRA Tennis Report – April 2012

I. Call to Order
   Fiedler called the meeting to order at 12:05pm.

II. Review and Approval of March 14, 2012 Meeting Minutes
   The minutes of the March 14, 2012 meeting were reviewed and unanimously approved.

III. Action Items
   A. Discuss possible changes to Board meeting schedule
      The board discussed the board meeting schedule and availability for meetings. Various board members expressed conflicts relating to noon meetings versus evening meetings. The next meeting was changed to be Monday, May 14 in the SCRA community room at 7 pm. There was discussion about the importance of the June meeting, particularly with regard to the financial issues to be discussed at that meeting. Various conflicts were discussed.

      Action Item: Fiedler requested that all board members email to her a schedule of their available days and nights that would work for each member on the dates that are on the list. Fiedler will put it together and try to figure out the best result.

   B. Handling of meeting documents
      Fiedler asked the Board if they would be willing to print and bring all Board Meeting documents that she sends ahead of time to Board Meetings if she sent them beforehand electronically. This would save on copying materials. The Board agreed unanimously to this procedure. Fiedler noted that she still will bring copies of the final Agenda, since this can change up until the day of meetings.

   C. Request to Stanford for SCRA loan extension
      Fiedler discussed the Purpur’s recommendation that SCRA formally ask Stanford for an extension until Aug. 31, 2012 of the amended loan agreement (Terms and Condition for Loan between Stanford and SCRA) that expired Dec. 31, 2011. Purpur explained why SCRA should request the extension, given that the funding of the SCRA Repayment Reserve Account is past
due. The Board discussed the likelihood of SCRA having enough money to put in the SCRA Repayment Reserve Account by Aug. 31. Purpur said that SCRA’s financial outlook is good, and that he anticipates that SCRA will have the money to fully fund the Repayment Reserve Account by August if SCRA stays on its present financial trajectory.

On motion by Triantis, duly seconded, and unanimously approved, the Board agreed to formally request an extension of the Dec. 31, 2011 deadline to permit additional time for SCRA to fully fund the Repayment Reserve Account until Aug, 31, 2012.

IV. Report Items

A. Financial (Variance) Report

Robe passed out the FY12 Budget Variance Report for February 2012, and reported that he is optimistic we will be able to make loan agreement reserve requirement. Robe pointed out that SCRA is 2% ahead at the moment. Drover pointed out that our finances fluxuate, and SCRA can easily move above and below our financial goals throughout the year. Fiedler asked whether or not SCRA receives interest from the Repayment Reserve Account, and if yes, is the interest applied to our required $80,000 reserve requirement. Purpur said SCRA does not earn interest on this account. This reserve is held by Stanford and is meant to be used for up to six months of payments owed by SCRA if SCRA is unable to make payments for any reason.

Drover discussed the annual property tax payment, which originally was not factored into the SCRA budget during the 2010-11 fiscal year. Purpur explained that like homeowner’s property taxes, SCRA pays half of the ~$41,000 in November, and the other half in April each year. SCRA is current on the property tax payments for FY2011-12. Next payment for FY2012-13 is due Nov. 2012. Drover asked about the SCRA Board’s participation in approving the SCRA budget. Purpur discussed his requirements for meeting DAPER’s timelines budgets and performance reviews, and requested that the SCRA Board work within these deadlines in order to have input. The Board agreed that this was important, and Purpur said he will provide his suggested timelines to the Board (via Fiedler), as well as a copy of the performance review and budget from last year. Fiedler agreed to email copies to the board members.

Action Item: Fiedler will email copies to the Board of the 2012 Timeline, along with copies of last year’s budget and performance review that Purpur will forward to her.

Fiedler asked about the cost of providing meals for the Board vis-à-vis the SCRA Budget. After a brief discussion, the Board agreed that to bring their own bag lunches for lunch meetings.

In reviewing the Feb. Variance Report, Thomas asked about the listed “Airfare” budget item. Robe explained that this covered PASA coaches airfare to out of area swim meets. Purpur explained that team members actually pay for the airfare, but the income is required to go through DAPER, and the cost must be itemized in the SCRA budget. Basically, the income from the participating PASA team covers the airfares, so it is a “wash.”

Fiedler asked if Robe and Drover can continue to work on making the top page of the budget more clear and transparent so that it is easier to understand. Robe will continue to highlight certain sections of the Variance Report each month to help the Board understand details. However, the Board also can review the subsections of each Variance report (tabs at bottom each
report including Expense Summary and Data Download) for further detail. The idea of posting the Budget on the SCRA website was discussed, and the Board decided that the detailed Variance Report should not be posted. Maybe a shorter version similar to what is presented at the SCRA Annual Meeting could be posted. This will be discussed further in a future Board meeting.

B. Facilities Report
No Facilities Report was presented at this meeting.

C. Membership Report
Thomas and Rossi reported on the questions relating to increasing membership opportunities. It was agreed that this issue will need to formulated, discussed, and decided upon by the Board during this year, and any formal changes will require a change to the SCRA By-Laws, which will need to be voted upon by the General SCRA membership at the 2013 Annual Meeting. The Membership Committee will work on investigating how best to increase membership and make formal recommendations to the Board this year.

Robe mentioned that SCRL will be holding its annual summer party at SCRA on Fri, June 8, and SCRA plans to offer a discount (a free month of dues) for people who join that day.

Robe passed out a draft of the proposed SCRA 2012 Summer Swim Only Membership Program information for their consideration. Robe explained that the Winter Swim Only Program members are interested in continuing to swim at SCRA through the summer, and that an extension of this program through the summer months can generate revenue for SCRA ($115/month/member & family). The board discussed the pros and cons of extending this offer through the busy summer months, especially since it also includes family members. A motion was made by Rossi, duly seconded, and unanimously agreed to offer the SCRA 2012 Summer Swim Only Membership Program as individual membership (i.e., it will not include family members), which will be restricted to swim times 7 days/week, 5-9 am and 8-10 pm from May 1 to June 30, 2012. The Board agreed to review the possibility of extending this offer past June 30, at our June 2012 Board Meeting.

D. Activities report
Triantis and Robe reported that they met and discussed SCRA’s activities over the year, including the Halloween Party, Valentine’s Day Party, Spring Peter Cottontail Party, Family BBQs, Movie Nights, and the July 4 Party. The 50th SCRA Anniversary celebration was discussed, including ways in which the July 4 Party this year can be enhanced to accommodate a celebration of SCRA’s milestone. Triantis discussed the ideas of a Raffle and a Fund-raising Event in the Fall of 2012. Fiedler noted that nonprofits, such as the PTA, need to file specific paperwork with the State of California in order to hold raffles, and she will forward information on to Triantis for her review to see if this also applies to SCRA’s 501©(7) status. Rossi asked about the budget item relating to all SCRA events, and requested that Robe itemize food costs. Discussion ensued regarding catering events as well as providing food at SCRA during the summer months. Robe explained Stanford CoHo’s position with providing food during the summer, and told that Board that asked CoHo try to come again this summer, but has not received a reply from them yet.
**Action Item:** Fiedler will email non-profit Raffle requirement information to Triantis.

### E. Tennis Report
Robe passed out the April SCRA Tennis Report from Barnes for the Board’s review and discussion. Robe brought up the proposal to purchase a special net to keep the balls from gravitating toward Court 3. Robe suggested that we purchase the specialized net (with an arm) to trap the balls, which has been installed and used successfully at other area clubs. The board discussed the pros and cons of the purchase, which Robe said would cost approximately $3,000 and could be installed quickly (within a month). A motion was made by Drover, duly seconded, and unanimously agreed upon by the Board to approve the $3,000 purchase and installation of the special tennis court netting.

### F. Aquatics Report
Robe passed around the Aquatic Report from Scott Shea, and reported on the Spring Splash program, which currently in progress. Due to time constraints, the Board did not discuss the swim program further. Most pertinent information was included in Shea’s report.

### V. New Business and Other Items for Discussion
Fiedler asked Robe and Rossi about the status water on the locker room floor discussed in the March 2012 meeting. Robe explained that pooling of water is because there is no drain in that dressing area of the locker room, and during colder weather, it does not evaporate quickly. The cost of adding a drain appears to be prohibitive at this point. Robe said that in the interim, higher mats have been placed in this area to help keep members out of direct contact with the water; however, water still is collecting under/around the mats. The additional option of having the custodians mop the water in this area more frequently was suggested, and Robe said he will look into it and report back to the Board at next month’s meeting.

**Action Item:** Robe will look into the cost and possibility of having the custodians mop pooling water in locker room more often, and present information at May Board meeting.

### VI. Adjourn Meeting
The meeting was adjourned at 1:40PM.

Submitted by April Triantis