



Pacific Sands Cabana Club
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July 14, 2015 Executive Board Meeting Minutes

Call to Order- The meeting was called to order at 7:05pm. Present: B. Church, Rise Krecji-Rodrigues, Randy Clark, Nick Casson, Liz Kirksey, Kyle Tague and Kathy Miller.

Financials: Liz Kirksey reviewed financial reports. Liz reported revenue has permitted the club to transfer money from our operating funds to savings. It was noted that an effort by the Office Manager to collect past due membership assessments and dues has made the transfers possible. Approximately \$24,000 was recently transferred. Cabana Club finances are in good condition.

PSCC Tennis Academy: No representation at this meeting.

US Open of Tennis: Kathy Miller reported that the US Open of Tennis will be held from August 7-9 and August 14- 16 this year. Sam Sarria is organizing the event. Sponsorships have been received from four individuals/companies so far.

eMail Blast: The Board requested an email blast to announce the tennis competition and to advise the club membership that the tennis courts will not be available during that time. The Board also requested that this information be included in the next club newsletter with a link to the US Open of Tennis flyer that Sam Sarria provided.

Pacific Sands Swim Team (PSST): Kyle Tague requested a line item be added to the budget reports to track swim awards expenses. Liz Kirksey, our accountant, confirmed that this could be accomplished easily. Kyle also requested a swim trophy case to display swim meet records and awards. This request was approved. He will begin looking for an appropriate case for this purpose.

Kyle reported that the next Penguins Board Meeting will be tomorrow night at 7 pm in the clubhouse. The Cabana Club is hosting the swim finals at Corona del Mar High School on Saturday, July 25, 2015. A truck will be rented to convey all items needed for the swim meet and concession activities and will be brought to the club to be loaded on Friday evening (July 24). The end of season party for the Penguins will be on Sunday, July 26.

Property improvements: Procurement of new playground equipment was discussed. Randy Clark has the names of four vendors to contact to come out and provide quotes. Randy will provide this information to Kathy Miller so the club can proceed on this approved purchase.

American Flag Replacement: Nick Casson reported that the Boy Scouts of America have a ceremony to retire American flags. This information is important for the disposal of our old flag.

Unfinished Business Updates:

Pool Maintenance: The Executive Board requested information on routine, comprehensive pool care by professional companies (versus individual pool care professionals). An estimate from Aquatic Facility was presented. This group had contacted the Cabana Club offering a free estimate. Aquatic Facility provides pool services for the Irvine Company, Hilton Hotels, The Embassy Suites and several other well-known businesses. Their fee is approximately \$3,000 per month, which includes pool chemicals and basic repairs. Kathy Miller reported that Knorr Pool Systems had also provided a similar maintenance plan. There were no motions made to pursue the bids from Aquatic Facility or Knorr Pool Systems at this time.

Building Signage: No progress reported on relocation of the Pacific Sands Cabana Club signage. Artie Salcido will be contacted for an update.

Clubhouse Furniture: New furniture has not been located. Search is ongoing. Paige Casson has visited furniture re-upholsters and sellers (including Costco and Sam's Club). Most recent search has been at Overstock.com. Furniture purchases were not discussed at this meeting.

Bathroom Floor Bids: Nick Casson reported that he had contacted Jeff Vasconcellos at Concrete Solution for a quote. This company will remove existing flooring, grind the concrete to completely remove all glue/mastic, install epoxy flooring and rubber molding in both restrooms for \$5500.

Scheduling of this work could be staggered to permit some use of our restrooms. It is estimated that each restroom will be out of service for two days.

Rise shared the name of Infiniti Concrete, another flooring company that specializes in epoxy finishes. Nick agreed to obtain a bid from this company for comparison. It was agreed that an important requirement for this job is a non-slip finish.

Storage and Maintenance Room Status: Artie Salcido has moved some of the back drops from the Encore Program but there continues to be items that must be disposed of. Kathy will speak with Artie again regarding disposal of remaining items.

Member Party: \$100 Deposit Retained:

Nick Casson brought up multiple issues that occurred at a member clubhouse party on Sunday, July 5. The members showed up at approximately 1 pm to set up for a party that was scheduled at 4 pm. The member recruited Artie Salcido, our maintenance man, and several lifeguards to move furniture and prepare for the party. It was said that Artie was paid \$20 for his help and that the lifeguards on duty were not compensated.

It was also reported that the group did not leave the clubhouse until 8:30 - 9:00 pm, far exceeding the 4 hour limit for parties in the clubhouse--this was in addition to the unapproved early set up at 1 pm.

Nancy Enright, the weekend office manager, was reportedly treated badly by this group as well.

After some discussion, it was determined that the cleaning deposit of \$100 would be retained by the club. Kathy Miller will notify this member that the deposit will not be returned as the facility was not left in its proper condition, the setup occurred prior to the authorized time, and the party continued beyond its 4 hours limit. This member will also be reminded that Cabana Club employees (or contractors) may not participate in any set up or cleanup.

The Clubhouse rental form will be updated to indicate that set up may not occur prior to 1 hour before the scheduled party.

Debit/Credit Card for Relief Office Manager:

The Board discussed approval of a debit/credit card for Paige Casson, our relief Office Manager, who does the shopping for special events and the club snack bar.

The present system is reimbursement to Paige when she uses her personal debit card for club purchases.

Kathy Miller stated that Pacific Premier Bank will issue a second debit card (Kathy has the first one) to Paige if all required paperwork is submitted. Randy Clark said that he would prefer that a credit card, not a debit card, be procured.

Kathy will speak to the bank representative when the next bank deposit is made for the appropriate paperwork and information on the process.

Video Camera/IT Services Offered:

Pacific Sands Cabana Club member Dan Klinge submitted a proposal to the Board for a video camera system for the club. Dan is an IT professional and has proposed installation of a video system (to be purchased from Costco) for \$1299.99 (\$400 discount through August 2, 2015). Dan Klinge also offered his IT services to the club any professional computer services. He stated that he would "trade" his services for credit against membership fees.

Nick Casson will do further research on video systems.

There was no specific action taken on Mr. Klinge's offer.

Office Staff Scheduling Updates

Bob Church asked Office Manager Kathy Miller how Elizabeth McBride, our newest relief manager, was doing. Kathy reported that she is doing well, is likeable and friendly. Kathy and Paige Casson are providing ad hoc training and both are accessible by cell phone if questions arise. Elizabeth and Paige are now covering the office from 3 pm to 6:30 pm (or later if necessary) Monday through Friday. Kathy reported that the new Office Manager hours (10 am - 3pm) are working very well.

The meeting was adjourned at 8 :55 pm. Next Board Meeting will be August 11, 2015 at 7 pm.

Submitted by: _____ Approved: _____
Kathleen Miller km/KM