



*Pacific Sands Cabana Club*  
8141 Atlanta Ave  
Huntington Beach, CA 92646  
714-536-8091  
[www.cabanaclubhb.org](http://www.cabanaclubhb.org)

January 12, 2016 Executive Board Meeting Minutes

**Call to Order-** The meeting was called to order at 7:05 pm. Present: Bob Church-President, Bob Kluck-Vice President, Randy Clark-Treasurer, Rise Krejci-Rodrigues-Secretary, Nick Casson-Board Member, Liz Kirksey-Accountant, John O'Connell-Member.

**Board Resolution:** Bob Church, President motioned to designate Elizabeth McBride, Office Manager of the Pacific Sands Cabana Club, as an Authorized Agent of the Pacific Sands Cabana Club with the authority to endorse all checks, drafts, notes and other items payable to the Cabana Club at Pacific Premier Bank, 19011 Magnolia St, Huntington Beach, CA. 92646 and QuickBooks-Intuit account. Executive Board members, Randy Clark, Nick Casson, Robert Kluck and Rise' Krejci-Rodrigues approved Elizabeth McBride as an Authorized Agent. Additionally, the board motioned to add Bob Church, President and Randy Clark, Treasurer as additional signers and authorized agents on all Premier Pacific Bank accounts and QuickBooks-Intuit account. All PSCC Executive Board members approved the motion. The board approved removing all previous signers and authorized agents not currently employees of PSCC or on Executive Board including Jill Wojtyna, Kathy Miller, Tim Skaggs, Kyle Hughes.

Board approved hiring up to two additional part-time staff to assist club office operations team. Schedule, job requirements, and applicants to be discussed and reviewed.

**Financials:** Liz Kirksey, Accountant, reviewed all financial reports. The board approved all reports. Liz shared she has been training Elizabeth McBride on all Customer Accounts Receivable and Paige Casson on Accounts Payable processes and leading collaborative process improvement strategies.

**PSCC Tennis Academy:** Winter session registration in process and delayed due to weather. Pro's Rafael Nieto and Drew Arbeiter agreed to update the board in the next week and ensure all participant registration goes through front office.

Board reviewed court use proposal for winter session and confirmed receipt of proof of insurance and signed independent contractor contract by pro Lynn Monroe. Executive Board approved a temporary modified lesson schedule and will contact pro to discuss.

**Pacific Sands Swim Team (PSST):** No representative at this meeting.

**Surf City Aquatics:** No representative at this meeting.

**Masters Swim Program:** No representative at this meeting.

**PSCC Lifeguard Program:** The club is accepting applications for lifeguards for the 2016 season. Board approved Mackenzie Miller to lead coordination, hiring, training and staff scheduling. Guidelines for lifeguard program coordination to be developed and reviewed by the board in collaboration with Mackenzie Miller.

**PSCC Stroke Clinic and Jr. Life Guard Prep:** Swim program schedule, staffing and fee recommendations in development by Coach Matt Whitmore and will be proposed for board review tentatively by 1/15/16.

**Grounds/Maintenance-Nick Casson:** Women's bathroom commode sensor repaired and replaced at approximately \$600. Men's bathroom floor resurfacing tentatively scheduled 1/23-1/26. Portable commode to be on site for bathroom closure. Decision still pending for increased rate of pay request by landscaping contractor upon receiving and reviewing a description and breakdown of proposed landscaping services.

**Equipment:** 60" Vizio TV purchased and installed at \$1288.

**Tennis Court Lights**

Research for replacement of higher efficiency light bulbs or LED lights and tennis screens pending. Nick Casson, presented a bid from M.C. Electric for consideration. Randy Clark, offered to cross reference our two bids and present to board at next meeting.

The meeting was adjourned at 8:50 pm. Next Board Meeting will be Tuesday, February 9, 2016.

Submitted by: \_\_\_\_\_ Approved: \_\_\_\_\_  
Rise' Krejci RK rk