



IOTC Board Meeting — May 1, 2023
12 p.m. — Fitness Center

Tennis members who want to receive IOTC information via email can contact secretary@IronOaksTennis.net or use the 'Contact Us' button on the club website. Please be sure to check your promotions and/or spam folders for email as it is sometimes routed there.

Officers Attending: Christopher Berry (President), Rick Kenny (VP), Sandy Traylor (Treasurer), D.D. Kullman (Secretary), and Kristina Traylor (Tennis Play Director)

Also in attendance: Molly Bergesen, Carole Rockland, and Dick Harrold

Call to Order at 12 p.m. — Quorum is present

Reports:

- April minutes were approved from the last meeting.
- Board voted to approve the financial report. The account is balanced, and finances are in good order. Current balance is \$5,829.60.

New Business:

- The President welcomed new officers to the board and their first official day.

Old Business:

- Bylaws will be approved by the board for presentation to the membership in October.

Financial:

- Sandy doesn't have access to the bank account and needs Chris to go to the bank and add him.
- Dick gets billed for hosting the IOTC website and the board reimburses him monthly.
- Bank statements post the first of the month.
- Statements are mailed to the Fitness Center. Sandy to check with Bernie on where he can access them.
- Jason Morton Tournament financials are closed out.
- Discussed creating an Excel spreadsheet format with categories and filters to capture expenses for socials, tournaments, supplies, etc. Rick to assist with creation.

Communications:

- Sitting board members, Carol Rockland (publicity), Edith Tanniru (membership), and Judy Gahide (Neighbors Who Care) have permission to post communications to the website. Dick says he tries to send out no more than one email every other day.
- Discussed documentation storage solutions. DD to investigate a One Drive account.
- Dick said that Mail Chimp handles all email blasts. The website is on a Microsoft Sequel Server and was hand coded in C# by Dick.
- Rick to work with Dick on creating an emergency plan for our communication and IT needs.

- Discussed the need to tell Dick if a communication he is to deploy is news for the website or an eblast. Consensus reached that the website is the best place to share all information.

Membership:

- Member count is now 306.
- Carole reported that it was a big month for publicity. She had multiple articles appear in the Sun Lakes Splash.
- Discussed putting new photo(s) of IOTC courts, players, and events on the IOTC website. Rick to contact Michelle Renahan (Blue Star communications) to find out how we can link our master calendar.

Master Calendar:

- The Master Calendar is finalized for the year.
- New event planning will require a form to be filled out and given to the board for approval. This will help with volunteer assignments, court blocking, and budgeting.

Events:

- End-of-Year Tennis Potluck — The event was a big success with approximately 70 people in attendance. Discussed ensuring we have a photographer on hand for next year, as well as at all events.
- July Pancake Breakfast — Molly volunteered to own the overall event plan.
- Sip & Serve Event — Scheduled for 8/25. Kristina will own the overall event plan.

Annual Operating Plan:

- Chris to present the 2023/2024 annual operating plan at the next regular board meeting.

ACTION ITEMS:

- CJ to go to bank and sign so Sandy can be added to the account.
- DD to investigate One Drive for document storage.
- Rick to work with Dick to establish an emergency plan to back up software and hardware.
- Rick to contact Michelle Renahan in Communications at Blue Star regarding updating website photography and linking to master calendar.
- Molly to bring completed pancake breakfast event form to next board meeting.
- CJ to contact a member (not on the board) to perform the annual "financial review" for 2022-2023.

Next Regularly Scheduled Meeting: Monday, June 5, 2023, at noon in the Fitness Center

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