Duke Faculty Club Board of Governors Meeting  
Location: Duke Faculty Club  
Monday, September 14, 2015

Board Members Present: Julie Hollenbeck (President), Sasha Berghausen (Past President), Leighton Roper (President-Elect), Barbara Imboden (Treasurer), Becky Mela (Secretary), Dan McShea, Sara Robert, Sidney Simon, and Eamonn Lanigan (Executive Director).


Julie Hollenbeck called the meeting to order at 12:30pm. It was determined that a quorum was present and business could be conducted.

Board Minutes  
Copies of the July 13, 2015 Board meeting minutes were distributed. A motion was made to approve the minutes as written (excepting one minor typo). The motion was seconded and then passed unanimously.

Membership Committee  
Eamonn conveyed a request for a prorated refund of dues from a new club member who is no longer able to use the club (due to unforeseen medical reasons). Discussion ensued regarding the club’s policy regarding refunds of dues and assessments. A motion was made to refund the member’s assessment as well as a prorated refund of annual dues. The motion was seconded and passed on a vote of seven in favor, one opposed (Leighton).

Action Item: Eamonn to notify family of Board’s decision and process appropriate refund.

Board Information Systems Committee  
The proposed member survey and invitation letter were distributed and discussed. Board members who will have access to survey results include Dan, Sara, Sid, and Leighton. A motion was made to include an incentive drawing for 10 respondents to each win $100 off next year’s dues. The motion was seconded and then passed unanimously. The survey will be administered starting Monday, September 21.

Action Item: Eamonn to finalize survey setup in Qualtrics and enable access for designated Board members.

Financial Report  
Barbara reviewed the FY15 budget, highlighting areas where year-end numbers departed from budget. A revised FY16 budget was presented for consideration; this revision incorporates the significant jump in new memberships (and corresponding revenue/expenses) since the budget was approved last spring. Barbara and Eamonn recommended the revised budget be approved to provide a more accurate tracking tool for this fiscal year than is provided with the current budget. Discussion ensued. A motion was made to approve the revised budget for FY16. The motion was seconded and then passed unanimously.

Action Item: Barbara to provide expense details requested by Leighton. Eamonn to review possible reductions in e-commerce fees from alternate vendors.

AED Follow-up Report  
Per the July meeting discussion, Eamonn reported the cost of an additional AED unit to be approximately $2000 plus an additional $500 for a secure cabinet/mount. A motion was made to a) move the existing AED to the hallway outside the fitness room (for greater access by members) and b) purchase and mount a new AED unit to the exterior of the clubhouse (exact spot TBD) to allow greater access for swimmers/tennis players. The motion was seconded and then passed unanimously.
Action Item: Eamonn to purchase additional AED unit and move existing AED to hallway. Facilities Committee to determine best placement for new AED unit on exterior of building.

Facilities Committee Report
Sasha provided an update from the Facilities Committee and discussed the factors considered when prioritizing projects. It was noted that current dues do not account for all the lifecycle and maintenance costs of the new facility, nor do current dues necessarily allow for a significant capital fund for major club improvements in the future.

The next meeting date is Monday, October 12, 2015 at 12:30pm.

The meeting adjourned at 1:35pm.

Respectfully submitted,
Becky Mela, Secretary