Jester Club Board Meeting Minutes 6/2/19

**Attendance**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Person | 6/24/18 | 7/15/18 | 8/19/18 | 1/20/19 | 2/24/19 | 3/3/19 | 3/24/19 | 4/28/19 | 6/2/19 |
| Vanessa Madrigal, President (term 3/2020) | X | X | X |  | X | X | X | X | X |
| Dallas Webster, Vice President 1, Bylaws Chair (term 3/2021) | X | X | X | X | x | x | x | x | x |
| Heidi Parker, Vice President 2,Neighborhood Coord. Chair (term 3/2021) |  |  |  |  |  |  | X | X |  |
| Jennifer Whitlock, Vice President #3, Activities Committee (term 3/2020) |  | X |  |  |  |  | X | X |  |
| Janice Toreki, Vice President 4,Grounds & Maintenance Chair (term 3/2020) | X |  | X | X | X | X | X | X | X |
| John Carlson, Treasurer (term 3/2021) | X | X | X | X | X | X | X | X | X |
| Curtis Chambers, Secretary (term 3/2020) | X | X | X | X | X | X | X | X | X |
| Terri Milan, Club Manager | X | X | X | X | X | X | X | X | X |

**Upcoming Events Review:**

Summer Kickoff Party – June 9th

**Updates:**

Full time lifeguard coverage goes from first day school out for AISD to the day before the first day of AISD school.

Gator Swim Team will use the Jester Pool from 4/29/19 to 5/23/19, 3:30-8pm Mon-Thur, with Banquet on 7/1/19.

Tennis instructor for 2019 will be Amy McCampbell

Swim instructor for 2019 will be Chase Cliatt

Tennis quote resurface quote received from 1 supplier. Awaiting second quote from Dobbs

Discussed plans for the Summer Kickoff Party and solicited volunteers to assist. - Terri

Landscapers to trim bushed on power boxes - Terri to coordinate

Lifeguards to use a checklist of duties which is to be checked off as actions completed each day. - Venessa

Ceiling fans in the covered area are not working. Need to repair. - Venessa

Whoozin meeting scheduler discussion. Ensuring everybody gets notices.

Discussed having a charity collection for the summer kickoff party. Board decided to defer to next year.

Issue raised that some Gator swim team parents speed on Jester. Sent a reminder to the Gater president to tell the parents not to speed in Jester.

Discussion around optimal Board meeting times. Conclusion was that the current meeting time 4pm Sunday works best for everybody.

**Safety Update:**

No incidents to report.

**Projects Status Review**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Project | Status | Cost | Project Leader |
|  | COMPLETED PROJECTS |  |  |  |
|  | Pool Deck Resurface | Completed 2009 | ~$30,000 |  |
|  | Pool Liner Resurface | Completed 2013 | ~$40,000 | Teri Milan |
|  | Kiddie Pool Sunshade | Completed 2013 | ~$7,000 | Teri Milan |
|  | Deck behind pool* Austin Deck installed the deck – COMPLETE 6/1/14
* 2 in ground charcoal grill installed. – COMPLETE 6/1/14
* Need to determine guidelines for usage. – COMPLETE 7/1/14, grills part are reserved like space is reserved for parties.
 | Complete 6-2014 | $26,000 | Jennifer Whitlock / Teri Milan |
|  | Replaced grass in swimming pool area with St.Augustine. | Complete 11-2014 | $5,366 | Teri Milan |
|  | Landscape around new deck behind pool* Install in Fall to improve plant survival rate
* Need increased ground cover (rocks) under the grills
 | Complete 3-2015 | ~ $2,000 | Jennifer Whitlock / Teri Milan |
|  | Tennis & basketball court resurface – Dobbs Tennis Courts Inc.* Lakewood recently resurfaced their courts & used Courtex
* Westover recommends David Dobbs
* Anderson High School & River Place CC used Dobbs
* Jester prior tennis court resurface was done by David Dobbs
 | Complete 9-2015 | $20,000 | Curtis ChambersTypical price $5k/court. Jester also used Right Way Crack Repair System. Large clubs pay 3k/court (12+ cts) |
|  | Online Tennis Court Scheduling Software* Exploring an online tennis court scheduling application
* Westover Club uses “Reservemycourt.com”
* River Place Woodlands uses “onlineschedulingsoftware.com”
* Lakewood uses first come first serve basis. No sheet for signup.
* Other: holdmycourt.com, onlinecourtreservations.com
 | Complete 10-2015 | $100/yr | Curtis ChambersReservemycourt.com selected. |
|  | Shade umbrella for Tennis Court Benches ($500 ea. Plus install) | Complete 10-2016 | $1,000+install |  |
|  | New playground equipment | Complete 10-2016 | $2,000 | Terri / Vanessa get quotes– see action items 2/21/16 |
|  | Pool Deck Replacement (last replaced 2009) Sundek product. 3 Quotes1. Sanchez Coatings $26,246 warranty 24 months2.Patterned Concrete of Austin $87,156 Stamped Overlay (over top of existing), $106,198 Stamped Concrete (removal of existing concrete) warranty 1 year3. Texas Premier Coat- overlay = $26,345, coping = $3,400, grinding = $2,600, steps = $495 (Total Cost = ~33k) | Complete 11-2016 | $26,246 $4,000Ttl = $30,246 | Selected Sanchez Coatings. |
|  | Facility Improvements in Swimming Pool Area: * Paint Buildings in Swimming Pool Area ($10,5k)
* Update signage & light fixtures
* Update bathrooms lighting
* New plantings in flower beds around pool.
 | Complete 5-2017 | $35k | 3 painting quotes were received. Selected Lance Richards Custom Painting ($10.5k). |
|  | Change Tennis Court Lights to LED (x6), not basketball light (only have 6 lights at the reduced price)* Current lights are metal halide with life expectancy of 2.5yrs and cost $800/light to repair with ballast out. (retail $1500/light)
* LED lights last ~99 years (@ 3 hrs/day usage). Instant on/off. 5 yr warranty, brighter light, use less energy.
* Current lights spend ~1300/yr to 1800/yr maintenance
 | Complete 10-2017 | ~10k | Curtis Chambers – lighting will be as good as current metal halide with additional benefits of less energy, instant on, longer life. |
|  | Landscape/Xeriscape along the streets of the Jester Club.* Cost $7k plus irrigation repairs $1,400
 | Complete 12-2018 | $8,400 |  |
|  | Updated playground with new slide, replaced wood bridge flooring, repaired fencing btwn pool & playground, perform maintenance. | Completed 12-2018 | $6,000 |  |
|  |  |  |  |  |
|  | Install vending machine & ice machine at the pool to generate money and provide food options for members  | TBD | TBD | Recommend NOT to install due to rqd maintenance |
|  | Heat the pool in the winter to increase usage and possibly generate revenue by renting to swim clubs. | TBD | TBD |  |
|  | Pool cold water pump which helps keep the pool temperature down in the summer. Run nightly & drops water temp 10 degrees.* $4500 Water Cannon 1.5 (Cannon $3675, Cart $42, Wiring $300, Other $75). Darran thinks it can be done DYI for ~$1k
 | TBD | $4500 |  |
|  | FOB Keyless Entry System | TBD | TBD |   |
|  | Pool pump replacement upon failure. | TBD | $30k |  |
|  | Tennis court resurface (~$20k) or install new base (~$100k). Once foundation is unstable, resurfacing will not stop cracks from reappearing.Request quote from David Dobbs (due e/June) and Pro Track & Tennis (received 5/10/19)  | 2019 | $20k or ~$100k | Crack on court 1 by wall getting large. |
|  | Replace pool furniture | 2019 | TBD |  |

**Financial Update:**

Finances – Finances are healthy and on budget.

**Membership Update:**

Annual Membership update (Maximum allowable membership is 450 A members & 150 B members). To get the latest information on membership see the bylaws on the Jesterclub.org website.

* 276 “A” Members - $390/yr + $500 initiation fee or $250 transfer fee (not required to be a Jester/Canyon Ridge resident).
	+ 243 resident
	+ 33 non-resident
* 120 “B” Members - $220/yr + $500 initiation fee or $250 transfer fee.
	+ B must meet 2 of 3 criteria:
		- Jester/Canyon Ridge owner with no kids under 19yrs old,
		- 1 Jester/Canyon Ridge owner at least 55yrs old,
		- Residence has an in ground commercially constructed swimming pool.

**Open Action Log:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Date | What | Owner |  Due | Status |
| 10/15/17 | Dallas proposed a committee be formed to manage the Jester Club website. The board discussed and will address in future meeting. | Dallas | TBD | Further discussion required |
| 2/18/18 | Tennis court 1 has large cracks – get quote to repair* Pro Track and Tennis - $4k fix crack, $19.8k resurface + Armor Crack System $14.7k. (total ~28k). Quote receied 5/10/2019.
* Dobbs TBD
 | Terri | 6/2019 | Quote from Dobbs due 6/10 (at court on 5/31) |
| 1/20/19 | Schedule the food trucks for the summer. 2018 had: Top Taco, Bohemian Barbecue, P Terrys* Lessons learned – don’t do the weekend before school starts & schedule the trucks in Jan/Feb for the summer as they book fast
 | Venessa | Next1/2020 | Decision not to do the food trucks in 2019 due to lack of volunteers to coordinate the events. |
| 3/20/20 | Identify the Jester Club swim instructor and Tennis Instructor for 2020 and pricing model. | Terri | 3/2020 | 2019: Swim-Chase Cliatt, Tennis-Amy McCampbell |
| 1/20/20 | Schedule the Jester Club Annual Meeting (usually in Feb/Mar) | All | 1/2020 |  |
| 4/20/20 | Summer Kickoff Party date – usually first Sunday after last day of school. | All | 5/2020 | 2019: 6/9 |
| 1/20/19 | Movie Nights at Pool - decide if we want to have | All | 5/2019 |  |
| 2/24/19 | Perform club manager salary survey at clubs similar to Jester (rollingwood, westover,….) | TBD | TBD |  |
| 3/3/19 | Notify swim instructor when both lanes taken with lesson, to create 3rd lane for members. | Terri | 4/2019 | Action from Annual mtg |
| 4/28/19 | Fence btwn tennis and bbal court farthest end from parking lot, top pole has slid out and protruding onto tennis court. | Terri | 7/2019 |  |
| 4/28/19 | Tennis court score keepers need replaced along with court #1 sign. | Terri | 7/2019 |  |
| 6/2/19 | Landscapers to trim bushed on power boxes | Terri | 7/2019 |  |
| 6/2/19 | Ceiling fans in covered area not working, need repair | Terri | 7/2019 |  |
| 6/2/19 | Direct Lifeguards to use duties checklist daily | Terri | 7/2/19 |  |

CLOSED ACTIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5/1/14 | Replace gate into the playground | T. Milan | Closed5/2014 | T. Milan |
| 5/4/14 | Distribute the 5 year project plan to the board | J. Carlson | Closed5/25 | DONE. Provided link to zoho.com in e-mail 5/13/14 |
| 5/4/14 | Update board on prior years Club Manager compensation history | J. Carlson | 5/25 | DONE. See John e-mail 5/13/14 |
| 5/25/14 | Hazardous stumps near deck to be cleared before kickoff party | T. Milan | Closed | DONE |
| 5/25/14 | Solar Panel repair required | T. Milan | Closed | DONE |
| 7/20/14 | Electrician to quote adding brighter night motion lights for safety / security. | T. Milan | Closed8/17 | DONE |
| 7/20/14 | Get quote for adding a comprehensive security system at the pool - new lights and cameras* Comprehensive system quote $6k
* Less expensive system quote $2.5k
 | T. Milan | Closed10/15 | DONE - Decision to improve the lighting. In addition electrician will add tree lights confirm tennis court lights timing (11 am off) |
| 7/20/14 | AT&T requesting to modify cell tower lease. Proposal: $100/mo increase plus $6k one time payment so AT&T can add to the tower without getting approval). | ALL | Closed | CLOSED: Offer retracted by Md7 and AT&T. |
| 8/24/14 | Establish the fee for Gators to use Jester Pool in 2016* 2019 - $2,540 + $250 refundable deposit (18 days usage)
* 2016/17/18 - $2,240 + $250 refundable deposit (18 days usage)
* 2015 - $2,500 ($1,440 + $800) + $250 refundable deposit (22 days usage)
* 2014 - $2,000 + $400 additional chemicals & cleaning
* 2013 - $2,200 + $400 additional chemicals & cleaning
* 2012 - $1,564 + $400 additional chemicals & cleaning
* 2011 - $1,534
* 2010 - $1,560
* 2009 - $890
 | Terry / Jennifer | Closed4/24/16 | Pool usage: 5/1 to 6/5 (18 days), 330pm to 730pm. Total usage = 18 days \*4 hours / day = 72 hours. Party rate $25/hr. FEE = $1,800 (72 hrs\*$25) plus $700 extra chemicals plus $400 daily clean fee (18days \*$22.22/cleaning) = $2,900. Board agreed to 20% discount to party rate. $1800-$360=$1440 plus $1100 (chem. + daily clean) = $2540**. 2019 increased clean fee from weekly $20/wk (total $100) to daily $22.22/day (total $400 for 18 days).** |
| 9/21/14 | Swimming pool edge re-deck is coming up. Evaluate need to have professional fix. To date, we have been doing patch fix jobs. | TBD | TBD | Terri patching as needed. |
| 10/19/14 | Get quotes &/ recommendations for replacing grass in the pool area and landscaping the back deck area | Terry / Jennifer | Closed11/14 | Replace with Zyosia = $8400, St. Aug = $5,366. Board voted to replace with St. Aug. = DONE |
| 10/19/14 | Basic playground repairs to be done. | T. Milan | Closed10/31 | DONE |
| 6/22/15 | Electrician to install covers on the electrical outlets at the men’s bathroom and on the Pillars by pool. Cover the outlet on the new deck to eliminate the electrical and trip hazard. | T. Milan | Closed7/20/15 | DONE |
| 7/20/14 | Decision to add benches to the back of the deck for improved seating and safety to limit risk of people falling off. Estimate cost ~$1,000 | ALL | Closed 4/24/16 | 4/24/16: Board decided not to add benches. |
| 6/28/15 | Should we change B Member definition so families with Pools would be B members. Current “B Member” is for Jester/Canyon Ridge families meeting 2 of 3 criteria: no kids under 19, 1 member 55 or older, family with a pool. Board can change membership guidelines at Annual Meeting only. Must understand impact on number of A’s that would shift to B’s and new B’s would join. | Jennifer | Closed4/24/16 | 4/24/16: Board decided not to change the B member definition. |
| 6/28/15 | Virtual Meetings (e-meeting) capability for the board.  | Dallas | Closed 4/24/16 | Concern that decisions being made via email and not documented. Board stated all decision need to be addressed at the board meetings in person. |
| 10/18/15 | Discussed if our water bills have gone up or not recently. Terri reported the water bill has not gone up recently like some of the board members have seen at their residences. Inspection required and Terri will coordinate. | Terri | Closed4/24/16 | Inspection performed. Water bill is in line with historical and has not gone up recently. |
| 4/26/15 | Upgraded security cameras to be installed | D. Rolls / T. Milan | Closed9/2016 | COMPLETE |
| 2/21/16 | Replace swings, paint the car, power wash the tables, remove sandboxes, broken tires & replace with something (x2 tbd?) | Terri | Closed5/28/16 | Terri and Vanessa working to purchased x2 items for the playground. |
| 4/24/16 | Fix the leak with the Solar Panels near the back of the pool (near kiddie pool). | Terri | CLOSED5/15/16 | Terri has called repairperson to fix. |
| 11/20/16 | Decision to change from Farmers Essex Insurance to Farmers Insurance which will combine the director officers’ liability and the facility insurance saving $3k/yr. | BOD | Closed11/20/16 | Decision – BOD Approved 7-0 |
| 11/20/16 | Decision to increase the membership dues late fee from $30 to $50. | BOD | Closed11/20/16 | Decision – BOD Approved 7-0 |
| 10/18/15 | Create a Jester Club Org email domains for the Board Of Directors.  | Darran | Closed2/2017 |  |
| 10/18/15 | Report if meetings can be scheduled using the BOD emails in Jester Club domain. | Darran | Closed2/2017 | Meetings can be communicated via BOD emails. No calendar functionality. |
| 11/20/16 | Get new plastic benches for the tennis courts. The current benches are rusting onto the tennis court surface. | Terri | Closed2/19/17 |  |
| 12/18/16 | The fence to basketball court needs to be repaired – Janice raised this action | Terri | Closed2/2017 |  |
| 12/18/16 | Sunshade over kid pool is torn and needs to be replaced. | Terri | Closed3/2017 |  |
| 2/19/17 | At the entrance to the pool the gate key gets stuck in the lock during removal. | Terri | Closed3/2017 |  |
| 8/24/14 | Evaluate need to purchase additional pool furniture. Furniture was purchased. | Terri / Jennifer | Closed4/2016 |  |
| 4/24/16 | Evaluate getting improved trash/recycle cans in pool area (w/plastic liners) | Vanessa | Closed4/2017 | Decision not to change out trash cans. |
| 11/20/16 | Freshen up the flower beds in the pool deck area with new plants/flowers.  | Vanessa / Terri | Closed4/2017 |  |
| 11/20/16 | Review the basketball rim/backboard/net for replacement. Backboard to be straightened and the Rim replaced.  | Janice / Terri | Closed4/2017 |  |
| 8/19/17 | Replace the lifeguard shade as it does not provide shade in the late afternoon. | TBD | Closed8/2017 | Quote was $5k deemed too high so didn’t execute.  |
| 7/16/17 | Complete Club Manager evaluation and provide input to Jennifer | ALL | Closed9/2017 |  |
| 5/4/14 | Finalize job description for Club Manager. Board review Janice’s job description and provide feedback to Jennifer. | Janice | Closed11/2017 |  |
| 4/24/16 | Find the Jester Club Bylaws with the latest changes incorporated.Golden copy was put in Drop Box & on website. | Dallas | Closed11/2017 |  |
| 2/19/17 | Add tarp at fence behind trash cans to block view of trash cans from street. | ClosedTerri | 11/2017 |  |
| 7/2017 | Create Jester Club Drop Box account for important documents to improve retention history (Manager Job Description, Mgr annual review, Monthly Financials, Bylaws… Send out the link to Drop Box account to BOD. | Terri | Done9/2017 |  |
| 10/15/17 | Tennis courts have considerable leaves & branches on the tennis court. Need lawncare provider to remove debris from the courts x2/month. | Terri | Closed2/18/18 | Lawncare provider to blow debris off tennis courts x2/month  |
| 10/15/17 | Tennis courts trash cans need to be emptied weekly. | Terri | Closed2/18/18 | Summer lifeguards. Offseason club manager hires person to perform. |
| 11/19/17 | Tennis court trash can on court 1 is broken (hook). Replaced. | Terry | Closed2/18/18 |  |
| 11/19/17 | Provide Janice with insurance policies as she wants to verify the coverage for the board members, club manager, and Jester Club. | Terri | Closed2/18/18 |  |
| 11/19/17 | Treasurer position to be vacated by John Carlson. Recruit on Jester Next Door. | Jennifer | Closed2/18/18 |  |
| 11/19/17 | Coordinate Club Manager Bonus to be given at December meeting | Jennifer | Closed12/2017 |  |
| 11/19/17 | Should landscape maintenance be done weekly in the summer? | Terri | Closed | Yes – Club Mgr arranges |
| 11/19/17 | Should pool deck furniture be put inside during the winter? | Terri | Closed | Yes - done |
| 11/19/17 | When should solar heating for the pool be turned off for the winter? | Terri | Closed | Before the 1st freeze |
| 7/16/17 | Insurance provider quote for a policy which includes swim instructor and tennis instructor insurance coverage. $1200/yr to insure x2 life guards. Tennis is not covered* BOD approved 6-0 to pay for swim instructor insurance
 | BOD | Closed2/18/18 | Decision - BOD approved 6-0 |
| 2/21/16 | Perform an existing membership survey on Survey Monkey to get feedback on what the members would like to have done. | Vanessa | Closed4/15/18 | Closed actions without performing. |
| 10/15/17 | Purchase Pickle Ball Set for the basketball court (net, paddles, balls) and determine place to store in the basketball court area (if not too expensive) | Terri | Closed3/24/18 |  |
| 11/19/17 | Change master Jester Club Drop Box account password so only Club Manager, President, and Treasurer know the master password. Then create a new folder with a different password for documents which all Board Members can access. | Terri | Closed3/24/18 | Terri confirmed no personal information is stored on Drop Box. She has hard copies. |
| 11/19/17 | Replace the basketball court post / backboard. Determine what is really needed? Board voted to approve replacing. | Janice | Closed5/1/18 |  |
| 2/18/18 | Tennis court 2 – net needs replaced | Terri | Closed3/24/18 |  |
| 2/18/18 | Tennis court 1- entrance door needs repair, doesn’t stay closed. | Terri | Closed3/24/18 |  |
| 2/18/18 | Set pricing for swim lessons (private, semi-private, group), payment method, and scheduling process. Nitro charges $45/hr/ea for group lesson (x3 people). Nitro requires prepayment of 4 lessons, 30min ea, $90 total.* 3 interested instructors – need to pick 2
* Alternate insurance being evaluated which may be cheaper & instructor pays. Terri researching
 | Terri | Closed5/2018 |  |
| 3/25/18 | Schedule food trucks for the swimming pool in the summer. Jester club guarantees food truck set amount of business – if not met, club must pay the delta.* Top Taco - June 1
* Bohemian BBQ – July 20
* P. Terry’s – Aut 17
 | Vanessa | Closed5/2018 |  |
| 4/15/18 | Sign in round-about, trim/remove bush to improve visibility & repair light | Terry | Closed7/24/18 |  |
| 6/26/18 | Decide if we want to have movie night in fall | All | Closed8/2018 | Decision not to have. |
| 8/19/18 | Jester Club passed the yearly city inspection. Areas noted and fixed include:* Spacing under fence greater than 4 inches – $2,000
* Fence between playground and pool replaced and made higher so kids can’t easily climb/jump over and enter $2,100
* Removed cedar tree between playground and pool which was part of the fence replacement noted above.
* Replaced tube slide in playground
 | Terry | Closed8/2018 |  |
| 8/19/18 | Board decided not to offer C Memberships in 2019. Motion by Dallas, Second by Carlson, All Approved.* Nonresident pool use only during summer when lifeguards on duty - $350/yr
 | BOD | Closed8/2018 | Decision – BOD Approved 5-0 |
| 8/19/18 | Club manager pay raise 2% eff 5/1/18 and 2% eff 9/1/18.  | Venessa | Closed9/2018 |  |
| 9/1/18 | Evaluate if should buy Tennis Ball Machine. Challenges: where to store, how to control checkout. Cost ~$1,645 for Tennis Tower Competitor Ball w/AC & balls. | Curtis | Closed9/2018 | Too difficult to manage. Members can bring their own. |
| 7/16/17 | Review Club Manager compensation. Terri (club mgr) tracked her time.* 2018 averaged 1.8 hrs/day 7 days per week (12.6hrs/wk), 54-56 hrs per month, 648-672 hrs/yr
* Salary $1,238/month results in hourly rate of $22.92/hr to $22.10/hr. If round hours up to 2 hrs/day (14hrs/wk) = $20.63/hr.
 | Jennifer / John | Closed9/2018 | Board considered pay to be reasonable for the duties. |
| 6/26/18 | Decision on grounds update outside of club to remove grass and replace with something else. Get layout plan and quote from “George”* price $6,000
 | Janice | Closed2/2019 | Decision to move forward and replace grass with rocks/crushed granite. |
| 1/20/19 | Pool deck mastic repair completed at cost of $1,197 | Terri | Closed 2/2019 |  |
| 1/20/19 | New circular slide for the playground installed at cost of $2,500 | Terri | Closed 2/2019 |  |
| 1/20/19 | Irrigation system update completed – cost $1,400. | Terri | Closed 2/2019 |  |
| 1/20/19 | Identify the Jester Club swim instructor and Tennis Instructor for 2019 and pricing model. | Terri | Closed3/2019 | 2019: Swim-Chase Cliatt, Tennis-Amy McCampbell |
| 1/20/20 | Summer Kickoff Party date – usually first Sunday after last day of school. | All | Closed4/2019 | 2019: 6/9 |
| 2/24/19 | Replace foot bridge wood in playground with trex decking like material. | Terri | Closed3/2019 |  |
| 3/3/19 | Adjust playground lights in back before tunnel, they shine into neighbors house. | Terri | Closed4/2019 | Action from Annual Mtg – DONE |
| 2/24/19 | Verify latest version of by-laws on the website, if not post. | Dallas | Closed6/2019 | By-laws reviewed and posted. |