

Chesterbrook Swim & Tennis Club
Board of Directors Meeting
April 4, 2016, 7pm
Chesterbrook Elementary Media Center
Minutes

Board Members Present: Laurel, Roger, Melissa, Laurie, Mike, Tricia, Brian, Keith, Erin, Jo, Robin, Jamie, Ridgely, Kim, Suzanne

Board Members Absent: Paul, Christine, Cary, Stuart, Tara

Meeting Called to Order: Keith called the meeting to order at 7:10 pm.

Secretary: Laurie had previously distributed the March 7, 2016 minutes for review and the group voted to approve them.

After discussing dates and conflicts with holidays, the follow was decided for upcoming meetings:

Wednesday, July 6

Monday, August 1

Sunday, August 28 (AGM)

Monday, September 12

Jamie said a later August AGM would be better for the renovations financing plan. Keith added that a bylaw update will be proposed to appoint several directors to an "officer" role for some external purposes with the state, insurance, etc.

Reports

Manager: Mike reported that they are readying the club by setting out deck furniture, including the new furniture that arrived. Pool Service is chipping away the old white coat, but pool will be ready for lifeguard class the first 2 weekends in May. No major leaks have been found, and the electrical issue is resolved except for some final testing. Phone and Internet will be turned on soon.

VP Personnel: Keith reported that hiring is ongoing. Applications were closed at the end of March, though several more have been added 7 assistant managers, 19 front desk/snack bar, 43 lifeguards, and 7 flexguards (who can work social events and to fill in for absences but not be required to take a full guard schedule) -- for 76 total staff. Coaches' offers of employment have also been sent. The employee handbook has been updated for the first time since 2013, as have many forms which have been put online.

Jamie asked about qualifications for front desk staff regarding their ability to ensure only members enter. Fourteen year olds are eligible, and we will work on better training, oversight,

and support for these staff. Mike pointed out that now that we know more about the system, it will be easier to train them. Orientation is April 24 at 4 pm.

The camp business model has been changed somewhat to make sure staff are paid appropriately. The swim lessons that are handled by the club consist of both group lessons and individual lessons. Usually group lessons serve 60-80 kids and are taught by guards.

Operations: Mike reported for Stuart that the tennis court power washing has been done, so the courts are clean, but it shows just how bad the courts are now. Mike was able to tighten up the center nets, which bought us some more time. He will try to raise the back net on court 5. In the effort to save money, Mike will try to avoid hiring the landscaper by having guards do more work outside, and Mike will mow the lawn himself. He'll try to stick to Saturday and Sunday afternoons.

Finance: Roger reported that dues are mostly in, so we are flush with cash. New bank cards are ready. Roger has a new sales tax exemption form for anyone who plans to buy food. We have a BJs club card for food and soon will have Costco. Mike will keep one at the club, and Roger will have one too. Again, this is only for reselling food. Mike's vendors should already know we are tax exempt. Our broker has found a carrier who will underwrite our insurance, but at a high cost, almost double our previous premium. Tricia, an insurance broker, and Mike will both look into other options and what other clubs use.

Draft financial statements were provided by the auditors. Roger will be reviewing them.

Membership: Laurie reported that membership is almost complete for the year. Only a handful of members haven't paid, and Laurie is tracking them down. Jamie asked about members who sell and wanted some demographics of those who leave the pool. Keith brought up the different membership options again: August-only, tennis only.

We will refund summer membership dues if there is someone willing to take the membership.

Communications: Melissa thanked everyone for their web contributions. She will be working on the members-only area, as well as the club-wide calendar to add the larger events. The April S&S will include an online form to express interest in serving on the board. She will solicit additional contributions.

Melissa will have Mary remind everyone how to access our google docs. Keith suggested we may have outgrown Hypermart, and we will look into Godaddy as a new host. Laurie agreed that the email system is terrible.

Strategic Planning: Jamie reported that we haven't yet submitted the BZA application, but will do so soon. Once there is a date for the public hearing, he will post. We are awaiting the lighting survey and engineers' work.

We will need to get a new cost estimate for phase 1 before we go to the membership in August with the renovation plan. This will have a cost associated with it. Roger asked about a narrative about Phase 1 that he could give to the bank regarding the financing plan. A rendering is currently being done that may be useful both for the bank and the neighbors. Jamie will work on writing a narrative to go with it.

Social: Tricia has a tentative calendar of events based on previous' year's events. They are open to new events if there is interest. The Annual Party will be July 16. Movie nights, raft parties, men's and ladies' nights. Brian is thinking about cooking and selling BBQ at Memorial Day. He would smoke it onsite and already has a few guys who will help. Keith noted that we'll need a physical barrier to make sure no one gets too close to the heat. They can combine with the ice cream social. Mike offered up some guards to do an overnight at the club during the meat smoking.

They also plan to create a social committee both for volunteers and to get new input from membership.

At-Large: Erin reported that she has asked for potential replacements and would be happy to make initial calls. Keith said that Paul has a name for a potential treasurer. Erin has created a "pathway" for anyone interested in board service to follow, beginning with a form on the website. We hope to have more than one candidate per position. Roger suggested a board service cocktail hour just to get the work out, share information about the jobs, and recruit before people get started with summer activities, even during Sunday brunch or a Friday evening. Erin likes a Friday night time. We could provide childcare, extra guards. Erin will own the event, and Tricia will manage social aspect. The date is set as June 10.

Tennis: Tennis started today with morning practices. 62 adults have registered for 5 teams, and an additional group of 11 ladies registered for a developmental team. Robin would love to hear feedback about rosters, pros, practices. Jo reported that junior team registration starts in May.

Now that the pressure washing is done, we have small dips in the surface, mostly off the playing surface. Bishops says there is no process that can fix these at this point. We may wait until August to fix the patches and get through the junior season.

Kim reported that clinics started today with the first of the two 5-week sessions.

Roger asked if we'd ever done an exhibition match of the pros, just to highlight our tennis program.

Dive: Laurel had no report for dive team. Registration will begin in May.

Pool Activities: Suzanne reported that we restructured payment for lifeguards running the camp. Nonmembers pay \$200 per week of camp. There will be a Camp Director who oversees the whole program, and there will be more counselors from 12:1 to 5:1. If they cancel within 2

weeks, they can get a refund. Water aerobics starts Wednesdays at 6 pm after school gets out. Hans and Jake are planning to run the Sunday adult swim clinics again.

There being no new business, the meeting was adjourned at 9:04. The next meeting is May 2.