

Chesterbrook Swim & Tennis Club
Board of Directors Meeting
August 1, 2016, 7 pm
Chesterbrook Swim & Tennis Pumphouse Pavilion

Agenda

Board Members in Attendance: Erin, Tara, Roger, Ridgely, Melissa, Jamie, Stuart, Tricia, Mike, Laurel, Keith, Robin, Paul, Cary, Christine, Suzanne, Laurie

Board Members Absent: Jo, Brian, Kim

Other members in attendance: Yusuf Khapra

Call to Order: Keith called the meeting to order at 7:15.

Minutes: Laurie had sent out the July minutes prior to the meeting, and the Board approved them as submitted. Melissa had sent out minutes for the special meeting held July 10 and the private board discussion which followed, and they too were approved as amended.

Manager: Team parties went off as planned, with the exception of the dive party which moved venues to Chesterbrook Elementary. There was a noise complaint during the swim party. Five movies nights remain as the only afterhours events and are not expected to be as loud.

Group swim lessons are completed, with 60 participants overall. Everything was well-received. Pool camp begins next Monday for 2 weeks. The first week has 23 campers and the second has 21 campers. Several more may still sign up until camp begins.

We are just under 10,000 staff hours at this point. This is right on par with the budget.

Erin asked if more umbrellas were available. Mike said these can't be delivered before the end of the season. Larger ones are available but expensive, so we ought to wait until after the renovation. The bases can support an umbrella without a table. Jamie said the renovation includes several shade structures surrounding the pools.

President: Paul sent around a conflict of interest policy that he believes would be useful as we move forward with the renovation. Good management requires that when engaging with any vendor or service provider - new construction, engineering, attorney, etc. firms - board members declare if they have an existing relationship with these firms. The 990 tax forms require it. Roger said several other forms are required, including document retention, whistleblower and disclosure of conflict of interest. The policy was adopted as written to be included in the Club Rules. Melissa will get that added to the website a separate document along with the Bylaws, Rules, Private Parties.

Vice President--Personnel: Keith reported that staffing levels are on par with previous years. Mary Michelsen will go ahead with migrating our website over to GoDaddy but will still stay

under budget. HyperMart is not performing well as a web host nor as an email provider. Renewal is in October and we will migrate post-season but prior to October.

Lifeguard time is being managed tightly and is \$25K less than last year, and in line with goals in the budget. We also had 9 more days on the front half of the season than last year. Coaching staff is on track. We are \$40K less on 1099s because the tennis clinics are not being run through club finances anymore. In short, we are on target.

Vice President--Operations: Stuart reported that the proposal on the speaker/PA system resulted in a trial system and it performed well. It was moved, seconded, and approved to move forward on the project.

The pools are quite warm, above 90 degrees. The NVSL does not have a rule for pool temperatures, the NCAA competition temps are kept below 80 degrees. There are several options pre- and post-renovation to address this problem. Systems are dependent on overnight weather. The issue is tabled until the beginning of the next season when there is more time for research.

At-Large: Fourteen people have put their names in for 10 seats on the board.

- Lee Bishop - Finance
- Jenn Mallard - VP Personnel
- Bob Coates - Strategic Planning
- Steve Driscoll - Membership/Secretary
- Houda Lohman - Membership/Secretary
- Josh Frey - Social
- Illy Perrotti - Social
- Rona Ramsey - Pool Activities
- Candi Penn - Pool Activities
- April Wade Turk - Communications
- Marsha Camp - Tennis Team
- Heather Pearce - Tennis Activities
- Chris Kuzmuk - Swim Team
- Katy Beach - Dive Team

Erin also reported on the CST Social Activities Special Committee which she chaired. Members include:

- Erin Shaffer (chair and current At-Large Director)
- Brian Holoubek (current Social Programs Director)
- Tricia Maguire (current Social Programs Director)
- Rona Ramsey (previous Social Programs Director)
- Jen Shen
- Jen Cory
- Mike Coleson
- Charles Beggs

They looked at current and past activities and made recommendations about each. Melissa pointed out that if someone takes the social position they have the right and duty to present and propose additional activities or changes in existing activities. Per prior discussion with Paul, Brian agreed to the activities as listed and that they would be performed in 2017. Erin proposed we accept this list as the responsibilities of the social directors. The list was voted on and accepted by the board as responsibility of the social directors to initiate and manage the activities.

Communications: Melissa will announce the slate as well as other agenda items for the AGM August 28. She will include other rules reminders, including the alcohol policy.

We last surveyed the full membership in 2013. Pool activities and tennis have been surveyed in the meantime, and we would not want to survey about renovation activities. There is no requirement to survey but doing so within the life cycle of the board is good practice. Paul recommends doing it at the midterm of the president's term. Individual programs are also planning to conduct surveys. Keith asked who would be responsible for the questions and interpretation of findings. A small group of board members will meet to talk about the survey, draft it, and send out.

Membership: Laurie had no report at this time.

Strategic Planning: The BZA application is ready to go as of this afternoon. We hope it will be submitted and staff approval made and a public hearing date offered (likely in November). Site review may take 8 months, plus permits, design approval. We will need to spend money to do these things and therefore do need the certificate fee increase for 2017.

A new issue is that we share boundaries with neighbors who have encroached on our property. The zoning attorney suggests that we send a letter acknowledging that we know the person is on our property and aren't yet asking them to move off. The neighbor is also a member and is actively lobbying against the renovation. The family's driveway is on our property. The board voted to send the letter.

Dive: The team won Division 4, has 3 divers going to all-stars this year, and may move up to Division 2 next year. The end of season party was moved to Chesterbrook Elementary, which changed the party but it was still festive. Thanks to Coach Dave for asking the Chesterbrook principal about moving the party, and thanks to Chesterbrook Elementary!

Tennis: A new August schedule has been distributed for tennis clinics and team activities. The ball machine isn't getting high usage, but a few people may be using it without paying. Mike recommended adding to paying for the ball machine into the court reservation system. A ball machine was donated, so we have 2 machines now (one without balls).

There was a question about why tennis team clinics were added only the week before they started and Tara responded that this is an issue the representatives are investigating, among others, with respect to our tennis vendor.

Tennis Team: Junior tennis has one more match this week, though both teams defaulted for lack of players. Adult teams start again in the fall. The men's NVTL team finished 4-4.

Robin asked about a tennis-only membership again, as she has received a number of requests. This would help both the men's and women's teams. Robin can get a committee together for pricing, comparisons to other clubs, logistics. This would only work for spring and fall memberships, not summer due to parking. This would require a Bylaw change to be voted upon at the August 28 AGM. Paul appointed a special committee to review and evaluate a tennis-only membership option in the Bylaws. Christine pointed out that there may be some requests for a swim only memberships. NVTL requires that swim and dive teams only draw from club members.

Swim: Cary reported that we ended the season as Division 1 champs. We earned second in relays and all-stars. Individual All-Stars are being held Saturday.

Social: Tricia reported that the Family Party was held 2 weeks ago and came in under budget. Reservations were only taken prior to the party and were not taken at the door. No one showed up at the door. This will help moving forward with planning this party and setting standards for responses.

Family Movie Night is this week, showing Minions. The following Friday is Ladies Movie Night. The raft party was successful though quite a few didn't show up at the party on the particularly hot day.

Men's Night is TBD, but it's unclear how long that can remain a questionable activity given there are only 5 weeks remaining of the season.

Finance: Roger reported that we are in great shape. Although we are \$20K below this time last year in cash, we are \$60K less in debt, within 1% budget, \$25K below budget (including in every category).

Pool Activities: Suzanne reported that adult swim clinics and swim lessons went well (including several refunds). Yoga and water aerobics have people interesting in teaching but only with a guarantee of being paid. Discussion for these and other activities (volleyball, etc.) will be tabled until later. All of these other activities should fall under the Pool Activities umbrella.

AGM: We discussed the meeting topics, strategies for sharing plans, plans for distributing the agenda, director candidates, bylaw/finance changes. Laurie will generate the agenda and polling system on Constant Contact. Melissa will send out all relevant materials. Paul would like to confer with everyone who will be speaking at the meeting.

PAUL REQUESTED THAT ALL BOARD MEMBERS ATTEND THE AGM TO SUPPORT BOARD MEMBERS ACTIVE IN THE MEETING.

There being no additional business, the meeting was adjourned at 9:43.