

**CST Board of Directors Meeting Minutes**  
**April 13, 2015, 7 pm**  
**Chesterbrook Elementary Media Center**

**Board Members Present:** Roger, Cary, Mark, Trisha, Keith, Laurie, Robin F, Margie, Ridgely, Kim, Melissa, Tara, Tricia, Mike C, Stuart, Chip, Robin B., Suzanne

Absent: Jamie, Mike M,

**Meeting Called to Order:** Keith called the meeting to order at 7:05 pm.

**Minutes:** Laurie had emailed the March minutes and the group voted to approve them.

**Old Business**

**2015 Budget and Financials:** Roger distributed current financials for each program area. Our turnover was higher than budgeted resulting in more initiation fees.

Roger would like to hear from everyone what formats of financials will be useful to everyone. It's an ongoing process to determine what we would like moving forward.

**Master Plan:** Jamie emailed the following ahead of the meeting:

The contract for the master plan project was finalized on March 7, 2015 and signed by Mike Moriarty shortly thereafter.

The kickoff meeting, the first of the ten tasks under the contract was held at Jamie Reuter's house on the evening of March 16. Jamie Reuter, Mike Moriarty, Stuart Hamilton and Mike Coleson represented the CST team. The two principal contractors, Mike Miller and Jack Crowder of NVblu, were also in attendance. Various issues related to the project schedule were discussed. In addition, the group walked through the contract to assure that each party understood their obligations at each step. The idea of visiting several Clubs that have updated and/or interesting facilities was suggested and adopted as a good idea for exploring opportunities that the Committee may not have considered.

Since that meeting, the focus of project activity has been on Task 2 (Survey, in process), Task 3 (Document Collection and Review), and Task 4 (Photographic Survey and Condition Assessment, Wed 4/15). Task 5 (Zoning Ordinance Review and Building Code Reviews) will begin this week.

Based on the current schedule, Mike Miller and the CST Strategic Planning Committee will begin their planning meetings in the week of April 20. Four such meeting are planned. As mentioned above, one of these meetings will be in the form of a field trip to other pools in the Fairfax County area. Based on the current schedule, this activity should be completed by the third week of May.

No surprises to report at this time. No need for any change orders based on the work completed to date.

Stuart added that they can't visit other pools until they are opened and ready.

## **New Business**

### **Change of Late Fee Structure – Stuart**

Stuart suggested that the current late fee structure may be too burdensome with such a high fee (almost \$200 for most members) and that perhaps we should consider a staged approach where fees gradually get higher as they are paid further past the deadline. Laurie said the deadline is her only leverage to get people to pay. Melissa pointed out that we need to keep the process rolling in order to move in new members and having a deadline to pay or sell a membership is critical. Most board members seemed to agree that members should be able to pay their fees within the allowed month.

## **Program Reports**

**Manager:** We have hired employees, 40 guards and 20 desk workers. Pool is drained, cleaned, and filling. CPR/Lifesaving class is scheduled.

May 2, 4 pm is the scheduled guard meeting where we can also go through the new online check in process.

Mike suggested getting a Chrome Cast and run slides of upcoming information on a screen somewhere near check in. It was agreed to hold off on this to focus on other signage, but that once we have the check in computer, we will have the capability to do this.

Lost and found: we need to find a new spot for it. People didn't like it by the front door, but it should be somewhere covered. Mike does get rid of it pretty quickly. They will work on it.

**Membership:** Laurie reported that the membership process is about over for the year. One member has not paid; that membership will be sold if they do not meet the next deadline. The EZ online check in process will be used this year, though we may not be utilizing it fully this season. Ultimately we need an individual record for each family member. Laurie and Mary will work on linking existing family members to their membership, but adding remaining spouses and children will continue through the summer. For now, we may still track guests on paper.

We will also need to purchase a computer to run the check in process. Laurie will also look into using the POS feature to pay for party rentals, though not ping pong balls.

**Communications:** Melissa is trying to get people into the habit of providing S&S updates to her by the 11th of the month. Off-cycle communications will be bundled where possible. She continues to work on signage updates.

**Dive Team:** Looking for a third coach.

**Swim Team:** Registration is open and 104 kids have registered.

Foust is holding a meeting on noise ordinance updates, and there is a proposal to ban amplified noise prior to 9 am. Mark is planning to attend and will report back.

**Social:** The summer schedule has been set and distributed.

**Pool Activities:** Suzanne with Mike and Mike to revise the swim lesson refund policy; now they can get a refund 1 week prior only. Refunds subtract the online service fee. Camps require 2 week notice.

They will offer an adult stroke clinic on Sundays (swim turns, each stroke, etc) during Adult swim time. They are planning a yoga class and water aerobics. The volleyball courts will have some signs letting volleyball players know they can ask kids playing in the sand to vacate the court. Suzanne is working on a tournament or open play sessions. She is also looking at other games, such as cornhole.

Suzanne also suggested that we could put up a basketball rim on Court 5 and have people reserve the court. Suzanne and Trisha will talk further about options and times.

**Tennis Activities:** Kim reported that clinics started Saturday. The schedule is full though a few clinics were cancelled due to low enrollment. An assistant, Nima Golshin, from McLean Racquet, will be filling the assistant pro position and running the additional clinics.

**Tennis Team:** The junior team will allow 8 year olds to add a different age group in order to ease the forfeits at the older ages.

**At Large Update:** Chip's duty is to manage on-boarding, replacing Board members, and filling positions. He will want to meet with those leaving at the end of the summer to go over documents, etc. Chip's job is also to represent the unrepresented, to make sure people feel the board is accessible. He will be putting together a letter to the membership to introduce himself as such.

**Operations:** The upper pump house is nearing completion and should all be finished by the end of the month.

The meeting was adjourned at 8:40 pm. The next meeting is May 4 and we plan to hold it at the Club.