

**Chesterbrook Swim & Tennis Club
Board of Directors Meeting
March 7, 2016, 7pm
Chesterbrook Elementary Media Center**

Minutes

Board Members Present: Tara, Laurie, Paul, Keith, Roger, Robin, Kim, Jo, Cary, Mike, Brian, Stuart, Ridgely, Melissa, Jamie, Suzanne

Board Members Absent: Erin, Laurel, Christine, Tricia

Meeting Called to Order: Paul called the meeting to order at 7:07 pm.

Review of February 1, 2016 Minutes: Laurie had previously distributed the minutes and the group voted to approve them.

Reports

Manager: Mike reported that the water line will be repaired tomorrow. Water will be turned on next week. Keith added that applications have come in, 50-60 so far, and will continue for another few weeks. There is an online form that is working well. We typically end up with around 80 employees, not including coaches.

VP Personnel: Keith reported on hiring during Mike's manager report.

VP Operations: Stuart reported McLean Montessori may be interested in using our facilities in the summer mornings 11 to 1. We are still awaiting their response.

President: Roger distributed the budget and has worked hard balancing it. Paul noted that he had seen the tennis courts, and he agreed that they were in bad shape. The courts should be treated as we would treat the pool, and having another team say they wouldn't play on our courts is unacceptable.

Finance: Roger made some modifications since the last meeting, sorting out swim team's budget plan without having an auction, salaries adjustments. Still up for discussion is setting aside the reserves and the objectives for those reserves. Are reserves for non-recurring maintenance or capital assets? Roger set the budget up to have both the set-aside line item and the use of that set-aside for the current year for the white coating and tennis court. Going forward, once we have a capital plan and fewer recurring needs, we can begin accumulating cash for capital assets and/or non-recurring major maintenance. We can begin adding more to this fund in the future, as cash allows.

Jamie moved we approve the budget; Melissa seconded. The 2016 budget passed unanimously.

Check cards from last year should work, but new reps will get new cards soon. We now have a BJs sales tax exemption account. Roger is working on a Costco card. It will remain at the front desk. It is only needed for food that will be resold. Roger is going to work with Mike on revamping the front desk cash box procedures. We might also have suggested changes to the bylaws to fix a few check signing issues. Insurance is still in progress but should be complete soon for liability and workers comp.

Membership: Laurie reported the current membership stats. Most, but far from all, have paid current year dues with very little complaint about higher rates for the year. Currently, 57 full and summer members have requested to relinquish their memberships. This is in line with past years.

Laurie discussed the request to revamp the wait list process. The group decided that a running wait list was too much work and loses the community feel and that we've all gone through the same process. She will work on some pros and cons of keeping the existing system vs. using a lottery to select the group that may be offered summer memberships.

Communications: Melissa has been gathering website information from each program. She is planning to run the communications system the same as last year with weekly signage and the website calendar. She has been looking at graphic arts companies to look into developing some branded materials and logos for club-wide shirts or hats. Jamie pointed out that when the renovation is completed, a new road sign will be in place and that would be a good time to rebrand. Melissa noted that the next budget should allow for some of this work and the next communications director should have this skill set.

Strategic Planning: Jamie recapped the application process. The lighting survey was delayed due to weather. Given that construction had already been pushed back, the committee used this pause to critically reconsider certain elements of our plans. The major concern was that the deck space was too tight around the new baby/tot pool. Jamie passed out a handout of Changes to Existing Plan that the Committee on Strategic Planning recommends to the Board. These are consensus recommendations from the entire committee.

1. The upper pump house is in the way and has to be moved to allow us to address existing critical problems, in particular the narrow deck space around the tot/baby pool.
2. Lower the upper pool by 2 feet to address ADA ramps, visibility, and circulation.
3. Increase deck space around upper pool.
4. Look into improvements in the specific configuration of the upper pools and retain as much flexibility as possible to allow us to make final decisions on pool configurations as late as possible..
5. Allow for each movement between play area and upper pool deck.
6. The ADA compliant bathroom and "family" bathroom should be moved from the lower level of the upper pool pump house and located on the deck level of the upper pool.

The resubmission to the BZA will include these items, if approved by the board. The cost of changing the current application should be as small as possible. The challenge lies in writing the BZA application so that as much flexibility is retained as possible. Other changes - parking lot expansion, 6th tennis court - have been made since the project was last shown to membership. Jamie has a contractor who is willing ballpark our current construction costs. We aim to have a finance proposal this summer, with a public hearing in July and site review begun. We could hope to begin building September 2017.

Two other items up for discussion are the location and layout of the ADA ramps between lower and upper pool (currently in plans to be across existing grassy area between lower and upper pool), and the layout and configuration of the upper pool (dive well, zero entry, tot pool, 25 meter). Stuart added the transition between courts 1 and 2 and the new courts 5 and 6, as an issue. Paul said the grassy area will be gone as will the upper pump house (will try to save the pavilion roof), which will be put in a better area toward the back of the lot. He said the splashiest area may not be best for the most deck space. Some didn't want to lose the lower pool "fan" area on the grass.

Roger asked if phasing has changed. Currently the tennis courts and upper pool are phase 1 and represent 60% of costs.

Laurie moved we accept the proposed Changes to Existing Plan, Robin seconded, and the group voted unanimously to approve these changes.

Swim Team: Cary reported that Tuckahoe wanted Divisionals, so we will host Divisional Relays Wednesday, July 13 and we will close the pools at 2 pm. Our members will be invited to the other pools during the time of the meet. Jo will be sure there are no tennis events that day.

Social: Brian had no report at this time.

Tennis: Adult team registrations are up online. Robin met with 2 court repair companies. Anything we do at this point will be temporary, but the figures can go into the complete resurfacing as part of the strategic plan. Robin review the various options, highlighting Riteway or Armor Crack Repair as the best options. We should also pressure wash the whole courts. The total costs would be \$15,000. Jamie moved we spend the money, Melissa seconded, and the motion passed unanimously. In addition, the intermediate repair work will be done in late June/early July and will take one week.

Kim reported that clinics start next month and registration should begin this weekend. March 13 at 7 pm is a meeting about the redesigned junior program. The new registration system will be live this term. Clinics are all 1.5 hours. There may be growing pains with the new system but it will save us money without paying credit card fees. Clinics will begin April 4.

Tara reported that we will continue to use EZ Facility for court reservations.

Dive: Ridgely reported that all coaches, including high schoolers, are coming back. Registration through EZ Facility will begin late spring.

Pool Activities: Suzanne reported that camp registration has begun. We will hold for members only for a certain time and then open to nonmembers. It will be offered for 2 weeks for the first time. Adult swim lessons will be offered on Sundays again. Suzanne and another woman will be teaching water aerobics and yoga.

There being no new business, the meeting was adjourned at 9:05. The next meeting is April 4. Paul will not be here, so asked Keith and Stuart to run the meeting.

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