

**Chesterbrook Swim & Tennis Club  
Board of Directors Meeting Minutes  
October 5, 2015  
Chesterbrook Elementary Media Center**

**Board members present** - Keith, Roger, Cary, Laurie, Erin, Kim, Jo, Laurel, Paul, Trisha D, Robin F., Tricia M, Melissa, Robin B., Ridgely, Mike C., Christine, Jamie, Stuart, Suzanne, Brian

**Board members absent** - Tara, Mike M.

**Meeting called to order** - Paul called the meeting to order at 7:09 pm.

**Minutes** - Laurie had previously emailed the September minutes and made changes accordingly. The group voted to approve the minutes as amended.

**Farewell to outgoing members:** Paul thanked Trisha D. and Robin F. for their 3 years of board service and how they've grown the programs. And we thank Mike M. in absentia.

## **Reports**

### **Strategic Plan**

Jamie distributed a proposal that the Board designate a smaller group to act on behalf of the Club, as needed, during any negotiations with the County. Board members currently sitting on the Strategic Planning committee (Paul, Stuart, Jamie, Mike, and Erin) could act on behalf of the Club in binding negotiations with the County. Three of the members would represent a quorum. We will ask for board approval of this delegation of authority at the November board meeting.

Jamie is working on scheduling the pre-application meeting with the county for the end of the week of October 12. He has contacted two firms to hire a zoning attorney, one of which is the firm which employs the attorney who recommended hiring a zoning attorney. The other firm provided similar services to Highlands with their renovations. As approved by the board its September 20 meeting, Jamie will act on the Strategic Planning Committee September 21<sup>st</sup> recommendation to engage a zoning attorney later this month. Paul will sign the agreement with the zoning attorney.

Stuart is meeting with Miller Architects to reconfigure the parking layout to address some of the operational considerations. Jamie is also working to refine the phasing as requested by the BZA, with the help of Mike Moriarity. We are still on target to submit with the BZA in early November. Erin offered to help with the phasing. Roger, Stuart, and Daniel Valencic (strategic planning committee member and builder) have met to determine if phase 1 can be done with just debt, and no additional assessment. Stuart estimated phase 1 would be in low \$2 millions, leaving out the clubhouse renovation but adding the parking. We are shooting for a financing decision in May 2015. Robin B. noted she was a CPA offered to help with the financing considerations and planning.

Jamie will get Melissa a revised version of the plan for the website, and they will work on responding to some of the suggestions from membership in the survey.

## **Personnel**

Keith reported he has met with each program regarding end of season staff reviews, expectations met or not, what worked well, what improvements could be made. At the next meeting, he will summarize what we've learned this year. He would like to have a baseline view of expectations from senior coaches and management across all programs, determine what training is necessary for that, and how we can develop some esprit d'corps across all staff, rather than keeping to our individual programs. Keith believes a cross-program look at staff will be helpful.

## **Manager**

Mike reported that we have engaged a landscaping company to keep the grounds until the end of the season, including weekly tennis court maintenance (leaves, grass, weeds).

## **Operations**

Stuart added that we have some bids for white coating the lower pool and are gathering more. He is looking at installing fans in the locker rooms to air out the areas.

## **Finance**

Paul has the forms to sign the signature cards and the corporate resolution adding the new officers to the bank account. Stuart asked for a check card as well, and Roger suggested it could be part of the existing maintenance account.

Roger is working with setting up the new accounting system with the bookkeeping firm. He also asked for any unusual or one-off items for program expenses, as well as normal budgeting items. He will be adding line items for architect fees and the BZA attorney. Stuart suggested three members (Daniel Valencic, Robyne Hamilton, and another) who are architects could do this work, though engineering work will be required. Jamie suggested gathering these members and seeing if there is interest. Ultimately, to ensure the project remains on time and on budget, we will need an engaged manager separate from the construction company for the construction phase. Several people pointed out that we may yet need more architectural work.

Finally, we need to consider our financing items. Preferable would be adding to the certificate value, which a member would see back when the certificate is sold, and would match what you pay for with what you are getting. With the financing plan Roger assumed that the operations bottom lines will stay constant, salaries will go up 3%, and dues will go up 3%. Questions asked where: What will we need to do for dues and when for the upcoming season? Or next season? What lead time with membership will we need? What is the correct balance between dues increases and certificate increases? Maybe a smaller group should consider this. Another consideration is the emeritus membership idea or splitting tennis and pool membership. Given the project is coming, a dues increase will not shock members. We will need a strategic financing plan.

## **Communications**

Melissa sent the communications policies and procedures to new Board members. Mary Michelsen has updated the email forwarding. Melissa will also send out an editorial calendar for the year moving forward and will work with each program on when they may have schedule details. Over the winter she will start on a new CST club logo. We may also do a group photo of the Board. We will reconsider individual photos to include staff. The group voted to send Melissa a photograph.

Roger pointed out that more communications about the camps might bring in more registrations. Part of the problem is that programs don't know their schedules and when camps will form. Suzanne and Mike will work on swim lessons and the camp for a February roll-out.

### **Membership**

Laurie reported we are trying a rolling membership system this fall, where we offer current summer members a full membership as that full member requests to sell, rather than waiting until the normal membership period in February/March. This would generate some cash: \$900 initiation fee for each, plus dues of any new summer member who accepts a late offer.

### **Social**

Tricia reported that she has started creating 2016 social activities in EZ Facility.

### **Tennis**

Kim reported that the tennis groups are still looking for more tennis survey responses. So far feedback has been constructive and useful.

Robin reported that the men's and ladies Tysons Cup's teams are currently competing. The ladies daytime leagues are active with practice and fun matches.

### **Dive**

No report.

### **Swim**

Cary reported that they are in the search for a head coach, advertising on the NVSL website and other swim clubs.

### **Pool activities**

Suzanne reported that water aerobics will be offered during evenings next summer. Adult swim lessons were successful, and while a few regulars didn't like the higher traffic, getting more people to use the Sunday offerings is good for the Club. The social budget may need to be increased. Suzanne thinks we might be able to do more camp sessions during the first part of August. We may consider combining the pool camp with tennis activities.

### **Next Meeting**

The group discussed whether to stick to the convention of November 2 or go with the plan of November 16. Laurie will look for a location for the 9th and will get back to the group.

The meeting was adjourned at 8:46 pm.