

Chesterbrook Swim & Tennis Club
Board Meeting Minutes
December 7, 2015
Chesterbrook Elementary Media Center

Board Members Present: Erin, Laurie, Ridgely, Cary, Christine, Robin, Jo, Melissa, Paul, Roger, Tricia, Stuart, Keith, Tara, Mike, Suzanne

Board Members Absent: Laurel, Kim, Brian, Jamie

Meeting Called to Order: Paul called the meeting to order at 7:08 pm

Minutes: The Board voted to approve the minutes that Laurie had distributed prior to the meeting.

Committee Reports

Strategic/Master Plan: Paul updated the group on the process. We've paid our \$4,000 special use permit application fee along with the plan. They need descriptions for the photographs that are included, but otherwise it is ready to go. It will include a revised engineering plan for 6 tennis courts, 116 parking spots, and the improved entrance from Kirby. The design and layout is otherwise the same. We have given limited power of attorney to our zoning attorneys to act on our behalf.

Finance: Roger distributed an updated budget template and has made guesses where possible. Feedback should be provided before our next meeting on January 4, so we can pass a budget for 2016. The major change is that we were cash negative last year with the capital expenditures. For 2016 we are \$50,000 cash positive with the 10% dues increase. There are still significant repair items for 2016, and we need to be aware of those outside of normal capital projects and the major renovation. Some pieces of maintenance are fairly stable (chemicals, etc.), but some are unexpected, so Roger has broken out Operations, Grounds, Pool/pumps, Building Repair, Chemicals, Major Other. These are the areas that drive our bottom line more than the program areas.

Roger is working on our insurance plan for workers compensation and liability from Brown and Brown. We have a separate Directors and Officers plan from BB&T and a small auto plan for Mike driving on Club business. Roger will clarify that we are all covered adequately.

The renovation financing plan is in the works. Paul is considering looking into external financing and has reached out to Sun Trust and Capital One Banks in addition to BB&T.

Audit reports have been received and 990s are filed. We are hoping the auditors can begin working soon on 2015. We won't be working with a part-time Controller because they weren't willing to do it without the bookkeeping work. Also, they didn't have the expertise to do all of the work.

Stuart asked about the dues increase and why we are having a 10% increase.

Communications: Melissa clarified the language for the dues notice and also sent out a draft of the website updates to include photos of Board Members and job descriptions. She will confirm the exact language for the dues notice and send out to membership before the holidays.

She is also looking at a graphic designer to develop a logo for non-team merchandise. It includes the teams, but also community, recreation, neighborhoods, pools, tennis courts, fun, etc.

Personnel: Keith has no report other than to investigate extra lifeguarding expenses, which are combined with swim coaches. The offer for the new head swim coach has been accepted and paperwork is underway. She has big plans and years of number two role experience in the NVSL. She had a vision for the program. She revamped Little Jaws this past year and received a very positive response. Whoever comes into the Little Jaws this year will have a blueprint that has already worked well. Keith suggests that ALL staff of all programs gather in April to set the expectations of what it means to be a leader of the club.

Keith would like us to pay all for the tennis staff, rather than have it go through CourtPlay.

Manager: Mike found a company to redo the lower pool whitecoat, Pool Service, that will do it in the spring. Courts were cleared the last few weekends because the weather has been nice. He is looking for quotes on new lightbulbs which cost \$150 each. Robin asked about budgeting for resurfacing courts 1 and 2. We need something that will get us through the next 2 years for those courts. Stuart agreed that we need to fill the cracks, power wash and maintain the courts at the same level that we maintain the pools.

Operations: Stuart had no specific operations report but asked about kids using the adult lap lanes during adult swim time if they are serious swimmers needing extra pool time. After much discussion, it appeared that the majority of the board members agree that adult time should remain adult time. While Mike always has discretion on the use of the lower pool lanes, it was agreed that no rules or policies will be changed. Kids always have use of the upper pool lanes and for most needs, the lane length is fine.

Membership: New registration opens January 9 noon. Melissa will check with Mary Michelson about opening the website for registration.

Swim Team: Christine discussed the new practice times for preseason. Last year was 4 pm - 6:30 pm. Instead they will need it 4:30-7 pm. The new coach is an Arlington teacher who cannot get out until 4:30. Mike pointed out that 6-7 is the biggest time for lap swimmers. One option would be to leave open 6-7 for lap swimmers and have older kids swim 7-8. Regular season will run as last year, 7-11 am during weekdays.

Pool Activities: Suzanne reported that talks about an all day camp are still going on, mostly awaiting Mike's staffing and tennis staff information. They could consider doing 2 weeks as well.

Dive Team: Ridgely reported that Dave and Mark are confirmed to come back. We've been upgraded to Division 4, which is good and bad. We have the largest dive team in the NVSL.

Tennis Team: Jo is trying to workout multiple practices so that dive and swim kids can also participate.

At-Large: Erin has no report.

Tennis Court Activities and Team: Tara reported that they are still working on staffing.

Social: Tricia wants to determine the date for the major parties with respect to the team parties. Cary will get back to Tricia on swim team dates.

There being no business, the meeting was adjourned at 9:03 pm. The next meeting is January 4, 2016.