

**Chesterbrook Swim and Tennis Club
Board of Directors Meeting Minutes
September 20, 2015, 7 pm
CST Pavilion**

Board members present - Mike M, Melissa, Kristine, Mark, Kim, Margie, Ridgely, Laurel, Trisha D, Robin B, Brian, Robin F, Laurie, Roger, Tara, Mike C, Jamie, JoAnna, Paul

Board members absent - Stuart, Keith, Tricia M, Cary, Suzanne, Erin, Chip

Meeting called to order - Mike called the meeting to order at 7:09 pm. He welcomed the new members, and he mentioned that we will try to gather written program updates to insert in the agenda for future meetings.

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

Strategic Planning

Jamie reviewed the decisions the board will be making in the coming months and some issues to consider moving forward. He thanked Melissa for her help with the survey. Generally there is more support for doing something than not doing something. Some members will not want to make any changes. The opposite pairs of opinions highlight the diverse membership we have. We have to figure out how to work with everyone and then demonstrate leadership and decide what is right to do.

Schedule update: in order to be shovel-ready in September 2016, we need to move now. We must start as soon as the club closes or we wait a year. It will be 3-5 months of BZA, then a Major Site Review that could be 2-4 months. Permitting is 2-4 months as well. In order to do that at the next meeting, we need to decide whether to hire a Zoning Attorney. Jamie will bring back the committee's recommendation on spending money on this, depending on time used by hourly work. Other clubs have used a zoning attorney. Jamie has names of 3 different attorneys to consider. Goal is to get application into BZA by November 1.

At the October 5 meeting Jamie will ask to move onto second phase of work with Miller Architects. Phase 2 is preparing materials for BZA. The BZA requires a preapplication meeting after having filled out a questionnaire. After that meeting, Jamie wants to prepare application with engineering work and a zoning attorney if we move forward with that. Most of this work will be done largely without the board other than receiving updates. Approval may involve a Public Hearing, knocking on neighbors' doors, moving plans to public section of the website.

The next work would be the hiring of architects for Phase 3, doing the actual work. The plan is to consider this in January.

The final complicated issue surrounds the property in the back of our lot that is currently unused and will continue to be in the new plans.

Robin Finnell moved we approve spending on Phase 2, and Trisha seconded. Paul asked about what was included in the \$70K for Miller. Melissa offered to resend survey to get more data (current response rate is about 10%). Mike M suggested not opening survey again. It's been emailed out multiple times, plans were in the lobby for a month, and Jamie's email

address has been out there. We'll still have to have a meeting prior to any BZA public meetings. The group thought a January update might be useful, and we'll have more to say about the design and financing.

The board voted to approve Phase 2 unanimously (Robin, Trisha) and to put in place funds for hiring a zoning attorney if the Strategic Planning committee approves it (Laurie, Trisha).

Manager

Mike C reported that we are all closed up for the season. Staff put in 16,000 hours (80 employees) and was one of the best staff Mike has seen. Pipes will be winterized over the next month. He's getting a bid to get the last small project to redo the white coat plaster on the lower pool. It should be \$20-30,000. It's a good idea to do now because we have the money and not overlap funds with the renovation plans. Mike will talk to Stuart about getting leaf blowing service for the tennis courts, but water will be turned off next month, so bathrooms are unusable.

Finance

Roger discussed the accounting support bid for helping with accounting. Roger has done a ton of cleanup work in the records to bring everything up to standards. He has been working on understanding all the different tasks that are necessary. The existing accounting structure is not working for current accounts, so he wants help figuring out how we want to set this up to move forward. Setting up the QuickBooks system on a server version that would allow multiple users, as well as interfaces with EZ Facility and the bank. The company would make a clean move on January 1. We could also hire a bookkeeper, and the accounting company can help us create that job description. This was not in the budget, though we have some miscellaneous funds to use for the startup. The firm will not sign checks, but will prepare everything up to that point. Roger thinks ongoing accounting support at \$30,000 is too much. The new set of chart of accounts would cost \$5,000, and the board voted to approve this expenditure.

Roger talked to BB&T about finance plan for the renovation. The maximum loan for commercial property is 25 years.

The budget calendar should be pushed up earlier than February as we did last year. Roger will send out deadlines. Mike M offered to put together how we worked last year and determine what the "hot button" budget issues and where our discussion needs to focus.

Keith has been looking at payroll providers. One gap is where a swim coach is also a lifeguard, and these hours may be posted incorrectly. This is tracked separately but not all the way through payroll. Our current provider doesn't have this functionality.

Roger asked for outgoing board members' check cards. Friday October 2, everyone needing a check card or a signer on the account should come sign in at 9 am.

Communications

Melissa sent out data from our 2013 broad survey and recommended that we do not conduct a general satisfaction survey. Mike M suggested we post high level results of all surveys on the member website and in a future Splash and Smash. She'll still try to publish a newsletter each month and will let us know the deadline for the season.

Brian asked about social media and does the club have a presence on it.

Membership

Laurie reported that the electronic check in system was partially successful. The front desk staff weren't checking in each individual, and many members did not ask. This is likely because it was the first year of the new system. However, it may be a question of our Club culture and whether we want to be checking in everyone as other clubs (e.g., Overlee) do. We did, however, increase guest fees by approximately \$200, so the system is catching nonmembers. EZ Facility has the functionality to issue bar code cards, but checking in each individual would require even young children to have cards. This is something we'll need to consider in the coming months.

Social

Brian is planning to meeting with Tricia M and Robin F to talk about ideas for the next season. Robin B asked about fall events for families/kids. Mike C has no staffing to manage this. Brian asked about year round use after renovations. Jamie said our permits allow only seasonal use, so that would be a dramatic change to our underlying use and more BZA work.

JoAnna asked about a tennis bubble. It's not worth bubbling unless 3-4 adjacent courts and \$100,000 to maintain, plus a management company. We may need some FAQs responding to the survey comments. Melissa said this could go on the website. The "emeritus committee" of Mike M and Trisha will work with Melissa on this.

Tennis Teams

Robin reported that the fall season is under way for Tysons Cup leagues. And NVTL ladies teams are wrapping up the tournaments this week. Trisha reported that we had a Labor Day tournament with amazing turnout - 8 junior intermediate, mens singles, 12 junior advanced, 10 ladies, 20 mixed doubles. Food and trophies were covered by entrance fees.

Tennis clinics are moving forward. Please respond to the tennis survey that has gone out so data can be used in renegotiating the tennis pro contract.

Dive

Ridgely reported a great season and the coaches are planning to come back. Numbers were way up. Margie left behind a good document of the processes involved.

Swim

Kristine and Cary are working on hiring. The Little Jaws coach will be back. Jamie asked about next years schedule related to Fairfax County's later dismissal times and how late the school year runs into the season next June.

Mike adjourned the meeting at 9:05. The next meeting will be at 7 pm on October 5 in the Chesterbrook Elementary Library (enter in front door, go straight, and library is on left after the first corridor on the left and is opposite a round table in the hallway).

