

CST Board of Directors Meeting Minutes
May 4, 2015, 7 pm
Chesterbrook Swim and Tennis Club, Upper Pump House

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

Absent: Mike M, Cary

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

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

Updates and Reports

Manager: Pool opens May 16. Staff began working Saturday. The deck treatment is scheduled this week. Inquiries for private parties (2 hours total) and group lessons are coming in.

On June 13, Mike will be getting married and will be gone for a week or so. Congrats to Mike!

Personnel: We hired 90 individuals (coaches, guards, front desk, snack bar). All are members, with one a close family member of and living with a member for the summer. Preference is given to members. Offers are made to most who apply. Half are returning staff members. We collected employment paperwork for 40 kids. We are 2/3 in compliance for paperwork. The remaining ones are those still away at college.

Last year we overpaid several individuals. The reason was that a 7th payment was accidentally paid to several of them. Moving forward Paychex will have a salary cap set, and a mid-season audit will be conducted to be sure we are on track. It was recommended we let these go, rather than pursuing those funds, because it wouldn't be good for morale. Those employees have not been notified. They were all salaried, lower deck swim coaches. Payments are made by direct deposit, so very likely they were not aware of the overpayment. They have been told what their full salary will be for this year. Considerable oversight is set in place for this year. The group voted to move forward with these controls in place.

Operations: The pavilion is complete, including inspections. Stuart asked for any final punch list items. Challenges with the vendor were overcome and only the punch list remains. Mike patched the asphalt in the parking lot. Wheat's gave the lowest bid to clean up the landscaping. Mike and his crew are responsible for ongoing maintenance, though we can hire Wheat's for additional work as necessary.

Tennis court clearing has been done, and guards will work once the pool opens. Daytime and evening teams have started and pollen is high, so courts will need more frequent cleaning. Captains have club keys to let team members and opponents in to use the restrooms during matches. Court repairs will need to be done, and intermediate steps will be taken to fill cracks, etc. We should keep documentation of what major work been done when, what minor repairs are done, and what needs to be done. Two concrete courts will take \$100,000, so we will patch in the short term, at least until the strategic plan accounts for bigger court repairs.

Further discussion of bubbling the courts may be undertaken. We would need a business plan. Chip will initiate the process to investigate.

Finance: Roger distributed profit and loss numbers. Four months in we have 75% of revenue and have spent 10% of our budget. He asked whether programs were ahead or behind on spending.

Strategic Plan: Jamie reported that the strategic planning is moving along. 8 of 13 committee members are visiting another pool on Saturday to view their updates. We have received topographical maps of the facility to be sure surveying is accurate (trees, faucets, drain pipes, etc). Stuart mentioned there is still an option to sell some land for residential areas. If we cannot use it, we might want to sell it and use the proceeds.

Membership: Electronic check in is underway, and front desk staff have been trained on using it. We will be very clear with members that this is a process which will be rolled out over the course of the summer and to expect a few hiccups. In the short term any slow down of checkin will be eased by using the old paper and pencil system.

Meeting dates for the summer: June 1, July 6, August 3, September 14. We will need a Annual General Meeting with election prior to the end of August. This is tentatively set for July 19 or 26.

Communications: Newsletter goes out 13-15th. The calendar function on the website shows clubwide events and when specific areas will close. Melissa, Mike and Suzanne walked the grounds to review existing signage and determine where needs are. They are focusing on temporary signs in short term.

At Large Update: No real updates, other than there is a formal process to collect corrections to the Bylaws. We will switch the provision in the bylaws based on the odd-even nomenclature on- and off-boarding. Oliver Garcia has been working on this.

Chip has also begun the nomination process, initially based on current board members' recommendations for their replacements. We will also be collecting institutional documentation, what we have and what's missing. Board members leaving the board are encouraged to serve on a standing committee.

Dive Team: Margie reported that registration is open. We have a part time coach from TC Williams HS and have a college student looking for housing. Margie is hopeful this will round out the coaching staff.

Swim Team: 192 swimmers have registered and Mark is still expecting more to total 250.

The noise ordinance meeting proposed a 9 pm-7am quiet time. Foust seemed to imply that the pool is in the clear.

Social: The tentative schedule is set.

A member has proposed holding cookouts, where he would grill burgers and dogs and sell. He would purchase the ingredients, cook, and donate profits to the club. He's willing to try on several Saturdays from 12-4 pm. Questions of controls, health codes, keeping food cold. We would need some sort of contract. We don't want to be liable for food safety, etc. Stuart will contact him about a proposal and contract.

Tennis Activities: The calendar is mostly complete. Clinics are running and remaining courts are open to members. We have \$15,000 lower in registrations, but as this is a pay through to the Othman, it doesn't affect our bottom line

The assistant hired was a no-show and was let go. Farshad is helping out, as is a Sport and Health pro and new hire. We are hoping she'll be the new assistant.

Tennis Team: Five adult teams are underway, with registration online. Every team is registered with 10-15 members each. Junior teams have 46 members and expect many more.

The meeting was adjourned 9:05 pm. The next meeting is June 1.