

**Chesterbrook Swim & Tennis Club**  
**Board of Directors Meeting**  
**January 9, 2017, 7 pm**  
**Chesterbrook Elementary Media Center**  
**Minutes**

**Board Members in Attendance:** Paul Hedrick, Houda Lohman, Lee Bishop, April Wade Turk, Laurel Miller Madsen, Katy Beach, Rona Ramsey, Heather Pearce, Marsha Camp, Bob Coates, Stuart Hamilton, Mike Coleson, Erin Shaffer, Kim Whittaker, Illy Perotti, Chris Kuzmuk

**Board Members Absent:** Brian Holoubek, Christine Burgeson, Lori Wright, Jen Mallard

**Call to Order:** Paul called the meeting to order at 7:00pm.

**Minutes:** Houda had previously sent out the minutes from the December 5th meeting. On a motion made and seconded the Board approved the minutes as submitted.

**President:** No report.

**VP Operations:** Stuart reported with Strategic Planning.

**VP-Personnel:** No report

**Treasurer:** Lee reported that he closed the books on 2016. The club has P&L net income of 70,000. Cash flow is a net positive of \$63,000. The books need to be audited and he will work with the auditing firm. Lee said many Board members should have received emails about budgets for 2017. He emailed each member P&L sheets and highlighted rows with financial activity. Lee explained that the second tab was a vendor summary in order to tie back expenses to vendors. Board members should ask him for more details if we need them.

Paul instructed Board members to review budgets at the next Board meeting. Lee said he wanted budgets/comments from Board members by January 30<sup>th</sup>, ahead of that meeting. Lee will email unaudited financial statements for the year ending December 31, 2016 for everyone to review.

**Communications:** Mike Turk was a special guest at this Board meeting. He reported that he and April built the website out and tried to address deficiencies in its presentation. The viewer will have the same consistent experience. Mike and April developed icons that are specific to swimming, diving, and tennis. There is now a combined status update for the pool and twitter feeds for the different teams at the bottom. Whichever activity has the most current information will appear first. Weather related announcements expire after a period of time. Mike said he created a place where all calendars are unified in one spot, while also keeping each individual calendar for each team. Paul asked if you could have pictures in color. Mike said yes but that currently pictures are black and white for a good contrast with the red writing.

Mike said the new website will allow us to post newsletters and videos, and to swap featured items and content easily. He said whoever will be maintaining the website will find it easy to customize.

Paul asked what type of content management the website uses. Mike replied WordPress. Illy asked if you could have an employee tab, where Mike could manage employees. Mike replied yes.

April asked Stuart about looking into new vendors for payment systems. Stuart replied that he's currently comparing pricing options. Stuart said all vendors would cost about \$250 a month for an online membership. Cloud solutions charge by the user. The features and pricing are about the same as what we have now, so we need to decide whether it would be worth transitioning to a new management software. Mike (Turk) said he and Stuart should discuss this further. He has some suggestions for the club.

Stuart raised the issue of credit card transaction fees and noted these fees are lost revenue for the club. Board members noted that membership appreciates the flexibility of using a credit card.

**Swim:** Chris reported on the staff for the swim team. Kathrine DeCrosta, Hans Crone, and Chris Outlaw will coach the lower pool swimmers. Kathrine is the Head Coach. Megan McArthur will be the Little Jaws Head Coach. Chis and Christine will be filling the remaining positions soon.

**Social:** Illy would like to purchase the game Cornhole for the club. She would like to have a Bingo Night. This would not be a fundraiser.

**Dive:** Laurel reported she wants to start dive practice a week earlier than last season. All dive coaches have been hired. Laurel would like to step down from the Board and is looking for her replacement. Paul informed the Board that per CST By-laws, once a replacement is found, the Board needs to vote to approve this action.

**Tennis Activities:** Kim reported that they will sign a contract with Courtplay soon.

**Tennis Teams:** Marsha said she will meet with Courtplay soon. She wants to start junior practices earlier this season, in order to prepare for the first matches. Paul asked if tennis fees will be higher to reflect the earlier start date. Marsha said she's thinking about it.

No report on adult tennis teams.

**Pool Activities:** No report.

**Manager:** Mike reported that a couple of tables from the pool furniture have cracked glass tops. This furniture is from Leisure Creations. Stuart said he took pictures of the cracked tops and sent them to Leisure Creations and is still waiting for a response. Mike added that a couple of umbrellas and tables need to be replaced. He's looking for the receipts to determine when the warranty on the furniture runs out.

Mike reported that pool opening day will be May 20th. He said June 23<sup>rd</sup> will be the last day with a restricted schedule. Mike said that FCPS have an earlier start beginning this year. FCPS start on August 28<sup>th</sup>. He would like to go back to a restricted schedule that week because so many lifeguards and staff will return to school. The Board agreed.

Chris said CST should consider not being tied to the FCPS calendar. He noted that we need to think about the club's schedule from the perspective of the membership and staff.

Mike will have CPR classes the first and second weekends in May. The classes will run from 8am to 2pm each day. Participants will need the entire weekend for full CPR certification.

Mike suggested a limit on free parties for Board members. He noted that the club is losing potential revenue by booking too many free parties. Mike would like to give paying members an equal chance to book parties on preferred days. Paul agreed that paying members should be given priority, especially for weekends. Paul asked Mike to prepare a proposal that includes blackout dates for limiting free parties.

Paul asked Mike whether the road that leads to the houses behind the tennis courts has a sign that says it's a private road. Mike responded no and Paul said a sign needs to be placed there.

Stuart asked Mike about repairs to the tennis shed. Mike said he's looking into that. Mike reported that a tree fell inside the swim team shed. He and some of the staff patched up the roof and covered it with a tarp. He will be meeting with someone to repair it properly.

**At Large:** No report

**Strategic Planning:** Bob reported that CST received one bid for a new upper pool. This bid didn't meet our criteria for scope and budget and therefore was not acceptable. We will re-evaluate our approach before sending out another RFP. Stuart, Mike and Bob met with Overlee personnel to get ideas as to what would work for the upper pool. The Strategic Planning Committee will find an architect to submit a design with precise specifications. A new RFP will be written that will be more specific and in line with our needs. Bob suggested we use a project manager. This will add to the cost. The site plan will now be ready in 3-4 months. It will take 8-10 months after submittal to get approved. Therefore, the renovation of the upper pool will not begin September 2017.

Chris said we need to communicate with the membership about the status of the renovation. Lee and April agreed. Stuart asked Bob to help with this communication.

The Board had a lengthy discussion about the renovation of the tennis courts, which can take place before the upper pool renovation. As of now, courts 1 and 2 two will be resurfaced and two new courts will be built. Once the site plan is approved, the new courts can be built.

**Membership:** Houda informed the Board that all 2016 membership categories were charged with the correct 10% dues increased, as previously approved by the Board. Therefore, no adjustments need to be made to Category 1 membership dues, as she had previously thought. Houda reported that Board members should receive an invoice on February 15<sup>th</sup> and asked members to inform her if they don't. She asked Board members to ask her if they need access to EZ Facility.

**New business:** No new business.

**Adjournment:** There being no new business, the meeting was adjourned at 8:40. The next meeting will take place on February 6, 2017.