

Chesterbrook Swim & Tennis Club
Board of Directors Meeting
November 7, 2016, 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, Lori Wright, Rona Ramsey, Heather Pearce, Illy Perotti, Marsha Camp, Bob Coates, Stuart Hamilton, Jen Mallard, Mike Coleson

Board Members Absent: Erin Shaffer, Christine Burgeson, Chris Kuzmuk, Kim Whittaker, Brian Holoubek

Call to Order: Paul called the meeting to order at 7:01. He reminded Board Members about the Conflict of Interest statement and asked whether there were any issues. No conflicts were noted.

Minutes: Houda had previously sent out the minutes from the October 3rd meeting. On a motion made and seconded the Board approved the minutes as submitted.

President: Paul reported that the Brookfield School would like to renew the contract to access CST for the 2017 summer. They are currently our customer and pay \$14,000 a year for access to the pool and courts. Brookfield would pay \$15,000 for 2017, an increase of about 7.5%.

On a motion made and seconded, the Board gave Paul authority to renew the contract with The Brookfield School.

VP Operations: Stuart reported that a low cost solution for tennis courts lights has been installed. They are solar lights and appear to be working well. Stuart has been to the CST tennis courts late at night to make sure they function properly.

VP-Personnel: Jen reported that the CST website was down temporarily. This was due to the credit cards having been cancelled resulting from the swim team fraud issue. Jen is currently using her personal credit card to pay our vendor, Hypermart, to keep the website up.

Jen and Jamie visited the principals at Chesterbrook and Brookfield Schools to discuss the renovation. All principals were supportive and have agreed to write letters of recommendation for the renovation.

Treasurer: Lee reported that he will need to meet with Roger again to review the books. Paul asked Lee whether he has access to the bank accounts and Lee replied that he does. Lee also reported that all board members who are account holders will need to go to the bank and sign the paperwork for their accounts. All check cards are still inactive due to the fraud. Lee said this will be resolved shortly.

Manager: Mike reported that the pool is officially closed down for the season. It is completely winterized and the courts are cleared of leaves. Mike said he constructed the handrail for the steps to the courts and has taken a photo to submit to the insurance company as proof that it has been built. Lee will help submit this photo to the insurance company. Bob asked Mike about his availability

to come to CST when the construction company visits the pool to make assessments. Mike discussed his schedule with Bob.

Membership: Houda noted that any decision about raising membership dues should be made by December 31st. Paul and Lee will look to see whether raising dues will be necessary. Paul stressed the importance for CST to have a positive cash flow, and that a dues increase may be necessary to make that happen.

Communications: April reported that she is sending out a newsletter next week. It will inform members about a Fairfax County Zoning Committee public hearing on November 30th about the CST renovation.

April said she would like to revamp the website. A few board members agreed that the website needs work. Illy noted that there is more than one swim team site. Illy and April will work together to resolve that issue. April said she will work on options to revamp the website and present her ideas to the Board.

Strategic Planning: Stuart reported that he put together a RFP to various pool companies. Stuart said that not too many companies work on pools as large as ours. He narrowed it down to four companies, Paddock, NVblu, Olympia, and American Pools. Paddock does not provide good design but does good construction. NVblu constructed CST's "lower" pool and Olympia Pools constructed Yorktown High School's pool. American Pools partners with Specialty Pool and Fountain. Stuart is making appointments with each company to have them visit CST so they can have an idea of what we currently have.

Bob reported that Mike Moriarty spoke before the McLean Citizen's Association (MCA), and the group was supportive of the renovation. The MCA asked how we're going to address water retention issues for the parking lot. The Strategic Planning Committee will address this at a later date since it would take part in phase three of the renovation. One idea would be to construct a rain garden which is cost effective and works well for water retention. Paul asked about the location of the rain garden and Bob answered it would be placed to the right of the driveway. Mike asked if this rain garden would be in addition to the one that was proposed for the back and Bob answered yes.

Bob reported that the Zoning Committee hearing will take place on November 30th at 9:30am. The county may require CST to build a trail to replace the current sidewalk. There are many things to consider including the loss of trees in order to construct this trail. Bob said there is precedent for the county not to press for the trail. Jen asked whether the county has a long term vision for this trail. Bob said there is a map depicting trails the county would like to build, but that homeowners weren't consulted and therefore these trails may not be built.

Bob also reported that letters were sent to CST neighbors about the renovation and most neighbors were supportive.

Jen reported that the Reverend from St. Dunstan's Church said that tennis players are parking in the church's lot and asked for this to stop. April will place a friendly reminder in the newsletter for members not to park there and Marsha will remind the coaches.

Paul asked about RFPs for the tennis courts. Stuart said he is waiting for companies to come forward with proposals for renovating the tennis courts. Otherwise, he will look for companies. The renovation of the tennis courts doesn't impact work on the pools or tennis play in the summer.

Tennis Activities: Fall clinics have ended. We have collected \$1000 in non-member fees for summer and fall clinics. Spring clinic sign ups begin in early February. Lori reported that she is still working on lighting with Mike.

Tennis Teams: Heather reported that they are currently going through contract negotiations with the coaches for the next season.

Social: Illy has been communicating with Brian and Rona. She would like to use google calendar to make sure activities don't conflict. Illy talked about the importance of being able to go to one calendar and see all activities for every team in order to avoid conflicts and not overburden the pool staff with too many activities in one day. April said we have the tools but we are currently not using them correctly and she will work to change that and integrate calendars. April will talk to Illy about creating a master calendar.

Swim: No report.

Pool Activities: Rona is working with Illy to make sure their activities don't overlap.

Dive: NVSL will meet November 20th to work out the calendar and meets for 2017.

New business: Jen reported that Melissa (House) and Laurie (Plishker) raised complaints about CST's Hypermart email service. Hypermart doesn't get high customer reviews and has capacity and email issues. Jen said that CST pays \$15 a month for this service that includes web email. Jen would like to explore the idea of contracting with a new vendor. A new company requires a 2 year agreement. We are on a month to month contract with Hypermart and so we could transition easily.

Jen presented a document with a list of new vendors worth considering and their pricing. Jen noted that due to our non-profit status we could use some Google services. April said it would make sense to use Google for certain aspects. We will not have domain issues because we own our domain. Houda asked whether we could switch vendors in time to be ready for January registration. April replied she is comfortable with the timing. Jen will put together a group of people to make a recommendation to the Board for a new vendor.

There being no other new business, the meeting was adjourned at 8:19.