

Chesterbrook Swim & Tennis Club
Board of Directors Meeting
February 6, 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, Brian Holoubek, Jen Mallard, Lori Wright, Christine Burgeson

Marie Keough was in attendance as the new dive team representative replacing Laurel Miller Madsen.

Board Members Absent: none

Call to Order: Paul called the meeting to order at 7:02pm.

Minutes: Houda had previously sent out the minutes from the January 9th meeting. On a motion made and seconded the Board approved the minutes as submitted.

President: No report.

Treasurer: Lee reported he has been working on budgets. We will discuss the entire budget and vote on it at the next meeting. Cost centers that haven't submitted a budget to him need to do so as soon as possible.

Strategic Planning: Bob reported the Strategic Planning Committee (SPC) is soliciting bids from Architecture & Engineering (A&E) firms. Stuart and Bob have met with an A&E firm and plan to talk to others. Bob would like to see three competitive bids. Bob, Stuart, and Mike Coleson met with a general contracting firm on Thursday. This is a reputable firm that can manage the renovation project for a 5% fee. This firm has worked with pools, community centers, and apartment buildings. Bob said the Board should consider hiring this firm as we move forward, as it will facilitate many aspects of the renovation. Mike added this firm could help move this project forward because of its connections within the industry.

Paul asked if the SPC will meet again to discuss hiring this firm. Bob replied yes. Paul requested that Bob schedule a SPC before the next Board meeting.

VP Operations: Stuart reported about an ongoing issue with the driveway behind the tennis courts. Residents of the houses at the end of that driveway would like CST to post a sign stating it is a private road. The Board discussed options for signs and agreed to put up one sign for pedestrians crossing that driveway to access the Club and another one for drivers going to their homes.

VP-Personnel: Jen reported that she has mailed out W2s to employees. Hiring for the 2017 season will begin this month. This month, she will also be working with April to migrate our email service.

After asking the club manager, Mike, to step out, the Board discussed contractual bonuses for 2016 and salaries for 2017 for the club manager and assistant manager positions. On a motion made and seconded, the Board approved bonuses based on performances for both positions. The

Board proposed raises for the club manager and assistant manager positions. The raises are consistent with inflation and the salaries are comparable to equivalent positions in other pool clubs. After some discussion, and on a motion made and seconded, the Board approved raises for these two positions.

Club Manager: Mike reported the swim team shed roof has been fixed and leaves have been cleared off the property. He is talking to Doug from Leisure Creations about getting replacement tops for the cracked table tops. He is looking at quotes to replace the acrylic tops versus getting new tables.

Mike addressed pool hours for the week of August 28th. He said that since his staff is primarily linked to FCPS, he may need to have reduced hours for that week. He will let the Board know once he hires the staff.

Mike proposed limiting free parties for Board members to one a season with blackout dates. The Board had a brief discussion about this topic. Paul proposed two free parties for Board members, but only one can be on a weekend and blackout dates will apply to Board members. On a motion made and seconded, the Board approved Paul's proposal.

Bob said he noticed a couple of light globes need to be replaced. Mike said he has replaced them. Stuart asked Mike if he puts anything in pool to stop the water from freezing. Mike answered no.

At Large: No report.

Pool Activities: Rona reported she is reworking the pool activities position.

Social: Brian said he needs to work with Mike on locking down dates for events and to coordinate with swim and dive. Illy said she is penciling in some dates for activities.

Dive: Laurel reported that she is stepping down from the Board. Marie Keough has agreed to replace her. The Board received and read Marie's bio before the meeting. The Board voted to have Marie Keough be the new dive representative on the Board.

Tennis Activities: Marsha reported they have signed a contract with Courtplay. Courtplay has assigned them a director with whom to work. This contract has been accounted for in the Tennis Teams'/Activities' budget.

Tennis Teams: Same report as Tennis Activities.

Communications: April reported that the CST website was hacked but she has fixed the problem. She asked Board members to check their part of the website and make sure it's up to date.

Swim: Chris reported they are working on hiring junior assistant positions. He said that because CST has a larger pool, we will be expected to host either the Division 1 Relay Carnival or the Division 1 Divisionals. This is similar to prior years.

Membership: Houda reported that registration on January 14th went well. She reported that invoices will go out February 15th and suggested communicating with membership about that, reminding everyone about the certificate increase. April said she would send something out to the membership before February 15th.

New business: No new business.

There being no new business, the meeting was adjourned at 8:12pm. The next meeting will take place March 6th, 2017.