

Chesterbrook Swim & Tennis Club
Board of Directors Meeting
April 3, 2017, 7 pm
Chesterbrook Elementary Media Center
Minutes

Board Members in Attendance: Houda Lohman, Lee Bishop, April Wade Turk, Katy Beach, Heather Pearce, Marsha Camp, Bob Coates, Stuart Hamilton, Mike Coleson, Kim Whittaker, Brian Holoubek, Jen Mallard, Lori Wright, Marie Keough, Chris Kuzmuk.

Board Members Absent: Paul Hedrick, Erin Shaffer, Illy Perotti, Rona Ramsey, Christine Burgeson

Call to Order: Acting Chair Stuart Hamilton called the meeting to order at 7:08pm.

Minutes: Houda had previously sent out the minutes from the March 3, 2017 meeting. On a motion made and seconded the Board approved the minutes as submitted.

President: No report.

Treasurer: Lee reported that he will send out first quarter financials this week.

Strategic Planning: Bob reported that the Strategic Planning Committee (SPC) has been meeting to select and recommend an Architectural and Engineering (A&E) firm to the Board. The purpose of retaining such firm would be to address a number of concerns that need to be resolved before issuing a Request for Proposals (RFPs) for the actual construction phase of Chesterbrook's renovation. The SPC evaluated three proposals. Bob presented the Board with a criteria matrix comparing the three proposals that were submitted to the SPC. Bob said that one firm submitted a proposal that didn't fit the scope of the project and had unrealistic budget projections. A second firm, though attractive, offered a plan and not a proposal that only provided partial pricing. A third firm, LeMay, Erickson Wilcox (LEW) submitted a proposal that the SPC found thorough, reasonable, and with realistic pricing. The contract price is \$153,000. The SPC was impressed with LEW's experience and recommendations, and its ability to partner with engineering firms and pool design experts. In addition, LEW is ready to move forward quickly. Bob reported that the SPC found LEW's proposal to be the one that fits Chesterbrook's needs and budget. The SPC voted to recommend the Board consider approving a motion to engage LEW to provide architectural and engineering services in connection with the CST renovation.

The Board discussed LEW's contract with questions about pricing and timing. Lee asked to look at the contract and noted that we needed to make sure there was no ambiguity in the services LEW would be providing. Bob said the contract is very detailed with no ambiguity. Lee wanted to know how CST would control costs. Bob answered that the SPC would be responsible for ensuring there would be no additional costs.

Stuart said he felt that another firm, and not LEW, would be a better choice for CST. He shared his opinion with the Board as to why.

On behalf of the SPC, Bob asked the Board to approve a motion to engage LEW to provide architectural and engineering services in connection with the CST renovation. On a motion made and seconded, the Board voted 14-1 to engage LEW to provide architectural and engineering services in connection with the CST renovation.

Bob said the next step for the SPC is to find a general contractor and soliciting bids from companies.

VP Operations: No report.

VP-Personnel: Jen reported she is finalizing contracts for senior staff. Some contract items need to be ironed out. She and Mike need to determine if more staff is needed. Marsha wanted to know whether Jen is the one to run background checks. Jen answered yes. Jen still needs to work with the dive team on staff contracts.

Club Manager: Mike reported that he is getting the pool ready for the summer season. Utilities have been turned on and the pool service company is coming to get the pools ready. Mike and available staff will be keeping the tennis courts clean and ready for play. Mike said there will be an orientation for the staff at the end of April.

Nominating/At Large: Erin was absent but sent an email asking Board members to check the Board page on the website and make sure it is correct. She also encouraged Board members, whose term is ending, to begin searching for a replacement.

Social: Brian reported the dates for social activities have been set but not the times, yet.

Dive: Katy reported that registration for the dive team opens May 1st. Mike asked whether the dates for the dive meets are available. Marie said they are already on the website. Mike asked about the first day of practice. Katy answered it would be May 22nd.

Tennis Activities & Tennis Teams: Lori reported that all tennis clinics are running. April will help market the clinics. There will be a meeting in the Chesterbrook library on Wednesday, April 5th for Junior Tennis.

Lori reported that there is a long crack on one of the tennis courts that needs to be filled. Mike wanted to know if the crack is new. Lori replied yes. Mike said he'll keep an eye on it and fill it. Stuart said we need to come up with a plan to keep the tennis courts in better condition.

Communications: April reported that she sending out emails frequently to keep the membership well-informed.

Swim: Chris reported that the swim team would be holding more assessments for Little Jaws. Mike asked whether these assessments would take place at Chesterbrook during swim season. Chris said he didn't think so.

Membership: Houda reported that membership sales are ongoing and that revenue from membership for 2017 could equal that of 2016. She informed the Board that most invoices had been paid but was still working with members to resolve unpaid invoices.

New business: No new business. There being no new business Stuart adjourned the meeting at 8:12pm The next meeting will take place May 1st, 2017.