

**Chesterbrook Swim & Tennis Club**  
**Board of Directors Meeting**  
**May 1, 2017, 7 pm**  
**Chesterbrook Elementary Media Center**  
**Minutes**

**Board Members in Attendance:** Paul Hedrick, Erin Shaffer, Illy Perotti, Rona Ramsey Houda Lohman, Lee Bishop, April Wade Turk, Katy Beach, Heather Pearce, Marsha Camp, Bob Coates, Mike Coleson, Kim Whittaker, Jen Mallard, Lori Wright, Christine Burgeson, Marie Keough.

**Board Members Absent:** Chriz Kuzmuk, Stuart Hamilton, Brian Holoubek.

**Call to Order:** Paul called the meeting to order at 7:05pm. He asked whether any Board member had a conflict of interest to report. No conflicts were noted.

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

**President:** Paul reported on making the driveway behind the tennis courts safe for people who use it. CST placed a sign as required by our special use permit granted by Fairfax County that stated the driveway is a "private road". Although accepted by the County, the sign was deemed to be not acceptable to the adjacent homeowners who share the "private road" with the club. A new sign will be placed on the grass on the club side of the driveway, directing pool and tennis court users to use the sidewalk along Kirby Road and not the driveway to enter the club.

A masters swim club has requested to use the upper pool for lap swim from 5:30am to 7:00am on weekdays. This club swam at Hains Point previously, but is unable to continue swimming there, due to renovation issues. Some members of Chesterbrook participate in this masters program. The club would pay Chesterbrook ~\$9,000 for the use of the pool over the 2017 summer.

Board members raised questions about noise impact on the neighbors and the use of the club's facilities after the masters swim sessions. Mike noted he would have to pay a lifeguard for the upper pool during practice time. Paul and Jen will continue discussions with this group to see whether it's appropriate for CST to offer them pool time. If Paul and Jen deem appropriate, Board gave discretion to Paul to move forward to finalize agreement with masters program.

**Treasurer:** Lee presented the profit and loss (P&L) statement for the quarter. He reported that we are close to budget, so far. Paul and Lee will be examining upcoming consulting and engineering fees to ensure we remain within budget.

**Strategic Planning:** Bob reported that CST lawyers are reviewing the contract with LeMay, Erickson Wilcox (LEW). Once our lawyers approve the contract, we can proceed with LEW. Bob said the soils engineers have been surveying CST's property per Fairfax County's mandate.

Mike Moriarty, Jamie Reuter, and Bob have contacted general contractors and identified Scott Long as a possible contractor. Scott Long has submitted a pre-construction services contract that does not exceed \$20,000. This amount would be rolled over into the full contract amount if we continue with Scott Long. Bob asked for a motion to be made for Paul to sign a contract with Scott Long for pre-construction services. On a motion made and seconded, the Board voted unanimously for Paul to sign a contract with Scott Long.

**VP Operations:** No report.

**VP-Personnel:** Jen reported that most contracts to employees have been sent out and she is waiting for the paperwork to be returned to her. She is currently working on contracts for the Little Jaws coaches.

**Club Manager:** Mike reported that CPR lifeguard training will take place the weekends of May 6<sup>th</sup> and 7<sup>th</sup> and May 13<sup>th</sup> and 14<sup>th</sup> at Chesterbrook. On May 7<sup>th</sup>, Mike will have the first staff meeting and orientation.

Mike reported that two of the three pools are filled with water. He said some minor repair work to the pools is needed and that will begin this week. Other repairs to the pool include ones to the lights for the tennis courts and repairs to the table tops. Mike said he needs to purchase and install the table tops and he needs to purchase a few new umbrellas. A motion was made and seconded and the Board voted to have Mike make these purchases for the club.

Mike said he will renew Fairfax County permits online.

**Nominating/At Large:** Erin is encouraging departing Board members to find a replacement and reminded the Board that anyone can self-nominate to a Board position. The nominating forms are on the website. Members simply fill out the form and submit it.

**Tennis Activities & Tennis Teams:** Lori reported that clinics and team practices have started. She raised the possibility of having a company come in and clean the courts when the pool isn't open for the season. The tennis teams play matches in the spring while the pool is still closed and the courts often need cleaning. Mike suggested a contact who would be willing to clean off the courts on an as needed basis. Mike will contact this person for the tennis teams.

Lori said that CST would like to host a Junior tournament on the morning of July 4<sup>th</sup>. Mike said it would not conflict with the July 4<sup>th</sup> activities and to go ahead and host the tournament.

**Communications:** April reported that all Board emails will be moved over to a new email system soon. She will provide Board members with the new login information once the system is in place. April reported that there is now a master calendar in place for the club. While members will be able to access their own team or activities calendars, they will also have access to a master calendar.

**Swim:** Christine reported that open registration for swimming has closed for the year. She said that the Little Jaws developmental program will be smaller than last year's.

**Membership:** Houda reported that the membership season was very busy with higher than normal turnover of members. Memberships have sold well.

Houda raised a concern from a small number of Chesterbrook members who are unhappy with the auto-pay function on EZ Facility and with having their credit card information stored by EZ Facility. Houda explained that this isn't a feature CST turns on, but rather the member agrees to have financial information saved when prompted by EZ Facility. Paul noted that as long as EZ Facility is PCI compliant, this should not be a concern.

Secretary's note: post meeting, Houda confirmed that EZ Facility is certified PCI DSS compliant.

**Pool Activities:** Rona reported that she will take some of the work that falls under Social. She would like to have a matrix to show pool lane availability. Rona said she will be purchasing two Cornhole sets for the pool and will have her daughter customize them.

**Social:** Illy reported that the dates are set for the social calendar. The first event will be the Sunday brunch on Memorial Day weekend.

**Dive:** Katy and Marie reported that registration for the dive team went very well and they're looking forward to getting started.

**New business:** No new business.

There being no new business, the meeting was adjourned at 8:20pm. The next meeting will be on June 5<sup>th</sup> at Chesterbrook pool.