

**Chesterbrook Swim & Tennis Club**  
**Board of Directors Meeting**  
**June 5, 2017, 7 pm**  
**Chesterbrook Pool**  
**Minutes**

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

**Board Members Absent:** Lee Bishop, Chris Kuzmuk, Katy Beach

**Call to Order:** Paul called the meeting to order at 7:06pm. He asked Board members to declare any conflicts of interest. No conflicts were raised.

**Minutes:** Houda had previously sent out the minutes from the May 1<sup>st</sup>, 2017 meeting. On a motion made and seconded the Board approved the minutes as submitted.

**President:** Paul said the sign for the path behind the tennis courts was placed and is in order. Paul discussed the proposal to have Morning Masters Program use the pool for their practices. Paul noted that he, Jen (Mallard) and Mike (Coleson) have explored the proposal and have come to an agreement with John Flanagan, the owner of the swim program. Morning Masters Program will pay Chesterbrook \$750 per week to use the pool. Practices will begin June 5<sup>th</sup>. Morning Masters Program has liability insurance and John Flanagan has agreed to sign a liability waiver.

Paul requested a motion for approval to sign the contract with Morning Masters Program. A motion was made and seconded. The Board voted unanimously to give Paul the authority to sign the contract.

**Club Manager:** Mike reported that it was a wet start to the season but things are going well at the pool. Memorial Day was successful and the barbecue and ice cream social were also a big success. Mike received good reviews from the membership about them.

Mike reported that today (June 5<sup>th</sup>) was the first day of swim lessons. He also said he has 15 private parties already booked and expects others to be booked. Since the pool is so busy, he encouraged Board members to put their activities on the sign up, to avoid conflicts. Mike has purchased new umbrellas. He is in the process of doing tennis court repairs. He has noticed a crack on court 3 and will repair it.

Illy and Christine asked about having the club grounds sprayed for mosquitoes and other bugs such as ticks. Board members discussed companies that provide such a service. Stuart said he will address it and make sure the club gets sprayed soon.

Mike was asked about the pool covers that are being used in the upper pool at night. Mike explained that they are solar covers that help keep the upper pool warm. The upper pool is

now 80 degrees. Paul asked Mike at what temperature does he stop heating the lower pool. Mike replied when the water reached 80 degrees.

**Communications:** April asked Board members, who take pictures of pool and tennis activities, to send them to her to put up on the website. April also asked for the presentation that Jamie (Reuter) gave to the Board about the renovation, so she could post it on the website for members to access. Bob and Mike will update that presentation and give it to April.

April reported that the club has switched the email system over to Rackspace from Hypermart.

The Board voted to have the annual Board meeting, which is open to membership, on August 27<sup>th</sup>, 2-4pm. April will send the membership a notice.

**Swim:** Christine reported that afternoon practices are going well. She noted there have been additional registrations for the team. Photo day and a team event will take place Saturday, June 10<sup>th</sup>. The following Saturday is the time trials (Red & Black) meet at CST. The last meet of the season is July 22<sup>nd</sup>.

Christine said that the Chesterbrook hat they sold on the online team store has been a great success and many members have been asking about ordering more. She would like to order more hats so that all CST members can purchase one, if they like. The hats are not swim team specific.

**Pool activities:** Rona said she likes the new online calendar and the links to lessons. She asked whether we need to have people sign a liability contract when booking a private party, in order to protect Mike and the staff. Paul suggested that we have them sign the paperwork they fill for the private party, stating they read the rules and understand them. Rona asked if CST has the same liability coverage for non-members as we do for members. Paul answered yes.

Rona would like to have a family potluck or a crab fest at the end of the season. She would also like to have a family potluck for Board members and their families.

**Social:** Illy reported that she has received a lot of positive feedback about the first Sunday brunch. She reminded the Board that the "Meet the Board" event will take place Friday, June 9<sup>th</sup> from 5-7.

**Dive:** Marie reported that there are 54 divers registered for the dive team and practices are going well. The first dive meet will take place June 20<sup>th</sup>.

**Tennis:** Marsha reported that said registrations are a little slow and she hopes they will pick up soon. There will be a season potluck kick off event on June 11<sup>th</sup>. The first matches will take place on June 27<sup>th</sup>. Marsha also said she would like to have family folders for the team, similar to the ones that swim and dive teams have.

Kim said she sent a list of tennis courts maintenance issues to Stuart.

**Treasurer:** Paul reported for Lee that we are currently slightly ahead on revenue.

**Strategic Planning:** Bob reported that he is still working on a few legal items for the architectural contract and the one for the project management contract. The legalities are taking some time but the contracts should be signed this week. Erin asked about the timeline for breaking ground on the renovation. Bob replied that the site plan needs to go through the County and that will take time. Once the site plan is completed and approved we can begin working on the tennis courts.

**VP Operations:** Stuart reported that he and Mike walked the property to see what needs to be addressed. He has a list of items for tennis courts and surrounding areas. He wants to have a single point of contact for tennis and landscaping. It's possible he and Mike will pick someone from the staff.

**VP-Personnel:** Jen reported that almost everything is set for the season, with respect to personnel contracts and work papers. Some swim and dive coaches still need to turn in their paperwork.

Jen said she has payroll reports for Lee.

**Nominating:** Erin reported on how many Board members have contacted possible replacements and encouraged the other to seek out replacements.

**New business:** No new business.

There being no new business, the meeting was adjourned at 8:25pm. The next meeting will take place July 2<sup>nd</sup> at 6pm at Chesterbrook.