

**Chesterbrook Swim & Tennis Club Annual Meeting**  
**CST Tennis Pavilion**  
**August 27, 2017, 2 pm**

**Minutes**

**Board Members in attendance:** Paul Hedrick, Erin Shaffer, Chris Kuzmuk, Illy Perotti, Jen Mallard, April Wade Turk, Stuart Hamilton, Bob Coates, Brain Holoubek, Lee Bishop, Marsha Camp, Heather Pearce.

**Board Members absent:** Marie Keough, Christine Burgeson, Katy Beach, Lori Wright, Houda Lohman

**Candidates:** Jeff Green, Chris Downey, Stephen Driscoll, Jennifer Bream, Kimberly Osbourne, Caroline Holt, Ki Buursink

**Candidates Absent:** Kelly Soh

**Total Attendees:** 45

**Call to Order:** Paul called the meeting to order at 2pm. He welcomed everyone and noted that this is the 59<sup>th</sup> official annual meeting of the Chesterbrook Swim and Tennis Club.

**President:** Paul introduced the attending Board members. He introduced the outgoing Board members individually, reported on their accomplishments on the Board, and thanked them for their time on the Board.

Paul reviewed the summer season at Chesterbrook. He discussed the successful seasons for each of the swim, dive, and tennis teams. Paul complimented the team reps and the coaches for the quality of the programs. He reviewed the closing date for the club and noted that the tennis program will run through November. Paul gave a recap of the social activities the pool hosted this season. He complimented the quality of the Sunday brunches and the Family Party.

Paul reviewed the Board terms. He explained that each member serves on the Board for two years and so every year we elect approximately half the Board. Paul talked about the importance of having a good balance of members on the Board. Then he introduced the candidates for the Board, who will serve the 2018-2019 seasons. Paul briefly described the candidates. They are:

- Jeff Green - President
- Chris Downey – VP Operations
- Stephen Driscoll – At-Large
- Jennifer Bream – Dive Team Representative
- Kimberly Osborne – Social Director
- Kelly Soh – Swim Team Representative
- Caroline Holt - Tennis Activities
- Ki Buursink – Tennis Team Rep

Paul discussed the importance of having people with new ideas on the Board. He noted that we had 85 new members this year. As a thriving club with a lot of young families, it's good to have fresh ideas on the Board.

Paul asked for voting members to turn in their ballots at this time and asked April to count the votes. Six paper ballots were turned in and together with the online voting April counted 88 total votes. There were no write-in candidates. The 2017 Board candidates were duly elected to the Board.

Paul introduced Lee Bishop, Treasurer.

**Treasurer:** Lee reported on the club's financials. He provided a handout to attendees. Lee reported that we received the draft audit report from the club's external auditors and he expects the club to receive a clean opinion from the auditors for the financial years 2015-2016. The club is in very good financial condition.

As of the end of June 2017, the club had approximately \$1.3 million in cash. Lee reported that he expects the club to end 2017 with \$860,000 in cash. Lee said that CST still has a 10-year note for the clubhouse renovation. Including the \$1,000 per member certificate increase, he said the club is expected to run a \$500,000-\$600,000 cash surplus for 2017. No capital investments were made in the club this year.

**Question** – Member noted that in 2015 the club reported a loss of \$94,000 on its 990. When will the 990 for 2016 be available? Will it include all Board member names?

**Answer** – Lee answered that an extension for the 2016 990 has been properly filed, and the 2016 990 will be filed on time.

**Question** –How many people are on the Board? Are there too many Board members?

**Answer** – Paul noted the bylaws provide for fifteen voting Board members, including the club manager. He also noted the team reps, court activities and social director positions have two representatives each, one elected annually. However, only one of these positions is a voting member at any given time. Paul also noted the directors named on the 990 is greater than 15 because we are required to report all directors that served at any time during the year as “current” directors. Since new directors take office at the September board meeting, we need to report both the incoming and outgoing directors for the year on the 990.

**Comment** – The Board should look at the club's demographics. Older members need to be better represented. Member complimented Illy on the Sunday brunches. Illy thanked him.

**Question** – Member needed clarification about total cash in the bank. Will this money, and any surplus money added to it, be used for the renovation?

**Answer** – Lee answered that at the end of the year he expects \$860,000 in total cash, with a large portion of that in a money market account. Lee said that the money is conceptually intended for the renovation.

Paul added that the club is in a strong financial state. He said that in 2016 the club produced a \$65,000 surplus from operations, enabling us to build our reserves. The Finance Committee working with the Strategic Planning Committee will develop a financing plan for the renovation in the next six months.

**Question** – Is the Board comfortable with the revenue stream for the club?

**Answer** - Paul answered that for 2016, the club raised membership dues by 10%, helping to produce the \$65,000 surplus. In 2017, even with the added renovation spending on engineers, surveyors, and land attorneys, we project we will still generate a \$10,000 surplus from operations, enabling us to continue to build our reserves. He also discussed other revenue streams the Club has cultivated including the Brookfield School, summer camps, Masters Swim Club, and all programs, registrations, and rentals. The club continues to work diligently to explore, acquire, and increase non-dues revenue.

Paul introduced Bob Coates, Director Strategic Planning.

**Strategic Planning:** Bob first thanked April for the work she does with Board members and for keeping members updated. Bob thanked the Strategic Planning Committee and noted that the master plan could be found on the club's website. He said the club got approval from the Fairfax County Board of Zoning Appeals (BZA) for the renovation on November 30, 2016.

Bob discussed the renovation plans, which include the following:

- Move the baby pool and make it a 3ft deep toddler pool
- Build a new upper pool which will be heated
- Replace and consolidate all pool mechanicals
- Add a family bathroom for the new upper pool, with access to/from the tennis courts
- Increase the deck space around the upper pool
- Add shaded areas to the pools
- Renovate the tennis courts; and replace courts 1 and 2 with two new tennis courts
- Increase the parking lot size by 20 %
- Phase one of the planned renovation will include, the pool renovations, the tennis court renovations, ADA bathrooms for the tennis courts and the upper pool, and a new Kirby Road entrance to the club, as mandated by VDOT.
- Phase two of the planned renovation will include, grading the area behind the lower pool, the shade structures, and the new tennis pavilion by upper courts 3 and 4.
- Later phases will include a new parking lot, new club house, and eating areas. Also in the future, will be a new space for the club manager and guards.

Bob reported that after an RFP process, the club has selected and contracted with a general contractor, a land survey firm, an engineering firm, and an architectural firm for all the work that needs to be done. The next phase of the renovation is to prepare the grading plan for the site review and finalize the financing strategy. The goal is to begin construction September 2018.

Bob asked for questions.

**Comment** – Member noted that the construction will impact the club's activities and that members needed to be prepared for that. He urged the Board to communicate with members about the disruptions.

**Question** - How many members are expected to leave because of the assessment and dues increases related to the renovation?

**Answer** – Paul noted that we had 85 new members this season. That number may be a little higher than usual, and may not be solely related to the renovation.

**Question** – Will the Board consider lengthening the pool season and keeping the club open past Labor Day?

**Answer** – Paul answered that the Board has studied this question and decided not to extend the season for this year. Since the club is self-managed, it's difficult to find staff past Labor Day. Paul suggested doing a survey to see how the membership feels about it.

**Question** – Given the high electricity costs to run CST, would the club consider adding solar power as an option?

**Answer** – Bob answered that the club can consider solar panels as an option.

**Comment** – Member noted that the food at the pool needs to be improved.

**Comment** – Member noted that there are WIFI issues at the pool.

**Answer** –Stuart suggested that members raise concerns and suggestions to the VP of Operations throughout the season, so that issues can be addressed.

There being no new business and questions to address, Paul thanked everyone for attending.

The meeting was adjourned at 3:17pm.