

College Greens Swim and Racquet Club Board Meeting
Monday, April 17, 2017 7:00 p.m.
College Greens Swim and Racquet Club Clubhouse

MINUTES

1. Call to Order at 7:04

2. Roll Call

Present: Audrey Bazos, Anthony Bepler (via conference line), Jessica Cohagan, Lolita Espindola, Jennifer Nelson, Ryan Petta, Elena Thrower, Becky Wood

Additional Attendees: Lori Wisheropp

3. Review Agenda

4. Review March minutes - Item moved to May 2017 Agenda

5. 2017 Budget

Discussion and Vote

Ryan Petta discussed College Greens Swim and Racquet Club (CGSRC) 2017 annual budget proposal. Budget has been updated with information from last year and currently have approximately \$84,000 in account. Line item of \$10,000 for capital improvements is not expected to be used and Board hopes to roll that over into a capital improvement fund/earmark for pool deck.

In order to understand how much will need to be saved to repair/replace pool deck, Anthony will get bids for pool deck this summer. Anthony indicated that costs would be high right now for a pool deck and may be worthwhile to replace in phases; replace portions that need to get repaired, i.e. cut out bad sections and keep good sections but this would result in different colored concrete; or replace when costs have dropped.

Motion to approve 2017 Budget made by Jennifer Nelson, seconded by Audrey Bazos, unanimous approval.

6. Attorney Fees

Discussion Item

Most recent attorney billing includes costs for reviewing and editing resolution between CG Swim Team and CGSRC. Ryan Petta made request to approach CG Swim Team to share some of the attorney costs related to joint effort on resolution. Board discussed item as well as adding into CG Swim Team- CGSRC resolution shared or reimbursed costs so clear.

Elena Thrower to bring to CG Swim Team Board the request by CGSRC to split attorney costs on reviewing/editing resolution. Total cost was \$720 so reimbursement request is \$360. Ryan will provide Elena a copy of invoice so she has it for swim team.

Elena also indicated should receive feedback/next steps on Joint Resolution at April 19 CG Swim Team Board Meeting.

7. Lifeguards Code of Conduct and Employee Handbook

Discussion Only

Jennifer Nelson shared three code of conducts – CG Swim Team Code of Conduct for 2017, draft CGSRC for 2017, and draft joint CGSRC/CG Swim Team Code of Conduct - and discussed contents and differences between documents. There will be no joint CGSRC/CG Swim Team Code of Conduct for 2017 (CG Swim Team using CG Swim Team only Code of Conduct) so Jennifer recommended moving forward with CGSRC only Code of Conduct.

Will Schaafsma will run draft CGSRC Code of Conduct by attorney for legal review, share with Trevor Bentley and Hannah Torres (pool managers for 2017), make sick policy consistent with swim team, change sick policy so 3 consecutive days (if kept in same manner – Will to edit), and confirm it is compatible with another employee agreement that specifies additional requirements for guards. It will then be shared with CGSRC Board by Will for email vote. If not unanimous, it will go to May Board meeting.

As for Employee Handbook, Jennifer Nelson discussed that she has two former CGSRC policies and procedures and one from Anthony Bepler but did not want to work on it until know direction of Board. Board discussed that the timeline to complete the Employee Handbook is end of 2017 (ready for 2018 season) and would replace the Code of Conduct. Paths to development include attorney creating handbook, develop committee to create handbook that is then shared with attorney, or something different. Ryan Petta to contact attorney for cost of attorney developing handbook.

Policies informally agreed to: Guard night will only include lifeguards and junior lifeguards (no significant others or friends) and will be held on Wednesday night; CGSRC cannot be closed early unless lightning or some other safety issue. These will be included in policy handbook by Jennifer Nelson for a Board vote and posting on website.

8. Member Check-in Process

Discussion Only

Audrey Bazos created a check in sheet to be used by lifeguards that has member name, and asterisk for those with 2016 and/or 2017 volunteer deposits due. Expectation is that lifeguards will start to know members.

An updated stop and check in sign being coordinated by Audrey and Lolita; will add language requiring release of liability form required from all guests. Guest fees amounts will be written on chalk board (\$5 for adults and \$3 for children). For guests, no exemptions to guest fees and release of liability is required at every guest visit.

9. Volunteer Hours and Swim Team Board Members

Discussion and Vote

Audrey Bazos recommended that CG Swim Team Board be allowed to meet volunteer hour requirements with Board Team volunteering. Board discussed including need for additional

opportunities for people to meet their volunteer requirements. Of 307 members, 83 members are exempt from volunteer deposit.

Jennifer Nelson made motion to allow members to meet volunteer hour requirements with CGST Board position, seconded by Audrey Bazos; Aye: Anthony Bepler, Jessica Cohagan, Lolita Espindola, Becky Wood; Nay: Ryan Petta; Abstain: Will Schaafsma and Elena Thrower.

10. Legacy Guest Option

Discussion Only

Audrey received inquiry from 25-year member who does not use Club membership very much but Club is part of family who would like to have option to drop membership but attend the Club with her family for random trips during summer. Currently 150 people on waiting list and Audrey indicated a legacy guest option would allow families on wait list to become members.

Audrey will survey existing membership on duration of membership so have an idea of how many members may be potentially interested in such a legacy guest option.

11. Update from Swim Team Representative

Discussion Only

Elena Thrower gave update on CG Swim Team. Registration at 60 swimmers with mandatory meeting on Sunday, April 23; expecting more sign ups. 10 non-member families have signed up. Two families indicated they would drop their club membership if non-member swim team option is made permanent.

12. Updates and Reports from Board Positions

Discussion Only

- Vice President Will Schaafsma:
 - Junior Lifeguard application deadline was April 15. Things going well.
- Social Director Lolita Espindola:
 - Rekeyed club house, swim team shed, and developed keys tracking sheet. Lolita will maintain keys and tracking sheet for now until moves to another position.
 - June is completely booked for parties.
 - At Social Director recommendation, Club will not book parties for non-members in June, July and August. This is item at discretion of Social Director. No objections. Website will be adjusted.
- Secretary Jennifer Nelson:
 - Need newsletter items by April 25.
- Director Becky Wood:
 - All snack bar hours are filled. Becky will look at calendar and see if there are other days to open up volunteer opportunities.
 - Will pick up food and give to Ryan for reimbursement.
- Treasurer Ryan Petta:
 - At Treasurer recommendation, eliminating \$110/6 time per year payment option for new members effective immediately to streamline finances and ensure all members pay same fees. This item at discretion of Treasurer. No objections. Will likely make recommendation for this to apply to all members starting in 2018.
 - Will look into defibulator and requirements/process.

- President Jessica Cohagan:
 - Jessica will look into and acquire legally required signs from Cal-OSHA.
- Operations Anthony Bepler:
 - Handicap ramp – older, made out of wood, not at right angle, and needs repair. Will fix for now and also look into long-term replacement options.
 - Ice machine had yearly maintenance today.
 - HVAC checked out this week.
 - Ordered chairs and two more wagons.
 - Diving board installed- fulcrums broken and one does not work. Anthony will have some tap welding done to fix it.
 - Would like another work day -- items include wagons, chairs, wheel chair ramp, painting. Date and time is April 29th from 9-noon
- Membership Audrey Bazos:
 - Will take new pictures of lifeguards on Saturday between 2 and 4. Will let lifeguards know.

13. Additional Items

Discussion Only

- Opening Day April 22
- Member BBQ on Sunday, April 30
- Tennis area key distribution point is Audrey Bazos
- Elena Thrower will look into offering tennis program at club this summer
- Lori Wisheropp and website changes
 - Questions will go direct to membership/board member.
 - Board docs – agenda and approved minutes to be posted
 - Will remove 6-month payment option from membership page
 - Will take down employment application
 - Pool hours
 - Summer season: June 16-August 30
 - Monday-Thursday: 1-9 pm; Friday: 1-10 pm; Saturday: 1-10 pm (unless swim meet); and Sunday 11- 9 pm
 - Home swim meets Club will open at 2 pm: May 20, June 3, 17, 24
 - Lolita will send email to Lori confirming seasons and hours.

14. Adjourn at 9:18 pm