

**College Greens Swim and Racquet Club
Monthly Board Meeting
Monday, March 20, 2017 7:00 p.m.**

MINUTES

1. Call to order at 7:03 pm

2. Roll Call

Present: Audrey Bazos, Jessica Cohagan, Lolita Espindola, Jennifer Nelson, Ryan Petta, Will Schaafsma, Elena Thrower, and Becky Woods.

Absent: Anthony Bepler

Additional Attendees: Lori Wisheropp

3. Review and Approval of February Minutes *Discussion and Vote*

Edits and clarifications discussed. Elena Thrower made motion to adopt the minutes with edits; motion seconded by Lolita Espindola; Unanimous approval with edits.

4. Board Dues *Discussion Only*

Ryan Petta indicated that 2016 board members have been notified that they will need to start paying club membership dues effective April 1, 2017. Ryan stated that the April 1, 2017 billing start date is what he was told by previous board members.

5. Code of Conduct for Employees/Lifeguards *Discussion Only*

Elena Thrower and Jennifer Nelson will be point for editing and finalizing the Code of Conduct. An at-will employment clause (copy from employment application that is on website) and random drug test clause will be added. Jennifer will take first round of edits and send to Elena for review before sending to the rest of the Board. It needs to be finalized before April 2, 2017 lifeguard orientation.

As a follow up from Joint Special Swim Team-Cabana Club Meeting, Elena Thrower will contact Park Terrace on their drug policy and Kevin Del Piero will contact SSL.

6. 2017 Budget *Discussion Only*

Ryan Petta and Jessica Cohagan met to discuss the budget prior to the meeting. Per 2016 Bylaws, the budget only needs to be approved by President, Vice President, Secretary and Treasurer. It was agreed that all board members should review and that it be discussed/voted on at April Board Meeting; all agreed. Ryan will share the 2017 budget with the Board.

7. Keys to Facilities *Discussion Only*

Board discussed who does and does not have keys to the Cabana Club (front gate, club house, bathrooms, shed, dumpster, clubhouse closet), that Operations board position should have the box of keys, and that a number of sets of keys have been lost.

Ryan Petta will add Lolita Espindola to the account at the locksmith and Lolita will contact locksmith to have the clubhouse re-keyed. After the club house is re-keyed, Ryan will request 10 full sets of key – 3 sets for the swim team and 7 spare sets. Ryan will also change the alarm code so each Board member has their own number and the recovery word.

Elena Thrower reiterated the need for a current list of individuals who have keys checked out.

8. Diving Board

Discussion Only

A replacement diving board was purchased by a non-board member. It was discussed that the purchase may or may not be a carry-over from a 2016 Board action. The Board discussed non-board members purchasing items for the club and the need for maintenance activities to happen in a timely manner. Diving board purchase needs to be discussed with Operations Board Position Anthony Bepler.

9. Pool Deck Replacement Plan

Discussion Only

Board agreed to get bids this summer for replacing the pool deck so a plan for replacement can be developed. Item will be revisited at later Board Meeting (Summer 2017).

10. Swim Team and Cabana Club Resolution

Discussion Only

Jennifer Nelson provided edits on the Swim Team and Cabana Club Resolution to Teresa Gordon with the Swim Team. Teresa shared them with Jill English for review. Waiting for feedback.

11. Board Policies Document

Discussion Only

Jennifer Nelson will start to compile board policies into one document for review and input by Board. Goal is to have Board policies in one document.

12. CGSRC Procedures

Discussion Only

Jennifer Nelson will work to update the handbook from 1995, and share with Jill English and Board for input. Ryan Petta will scan and send the 1995 version to Jennifer so it is in an editable format.

13. Sign in Process

Discussion Only

Jennifer Nelson requested that the Board implement a sign in policy to ensure only club members or their guests are using facilities. Board agreed that to extent safe and possible, one of the two pool managers should be at the front desk at all times. Audrey will design a sign-in sheet.

Members are to sign in each time and we should have release of liabilities on file. Also guest policy is max of 10 guests (in bylaws). Cost is \$5 per adult and \$3 per child.

Elena Thrower will send out mail chimp as a beginning of the season reminder that members need to sign in each time, guest policy and that a release of liability is needed for all.

14. Social Events

Discussion Only

Lolita Espindola and Elena Thrower discussed upcoming social events. These include:

- Egg hunt – April 15, 2017 from 10-12:30. Lolita Espindola will order crafts/plastic eggs and Elena Thrower will manage food. Volunteers will be needed.
- No Cinco de Mayo celebration.
- Membership appreciation BBQ - April 30, 2017 from 2-4. Volunteers will be needed.

Board discussed forming member planning committee for Sparktakular and Kids Camp Out so people can have an opportunity to fill their volunteer hours.

15. Lifeguard pictures

Discussion Only

Lifeguard pictures will be taken on April 2 or collected by Will. Photos will be posted on the bulletin board so members can learn the name of the lifeguards.

16. Duty changes – Board meeting agendas

Discussion Only

Elena Thrower recommended that the board meeting agenda be developed by the Secretary position. Bylaws indicate that the President shall develop the agenda. It was agreed by President and Secretary that Jennifer Nelson will now draft agenda.

17. Adjourn at 8:55