Monday August 29, 2022

6:30 PM- 7:30 PM

Skyline Swim Club

**2022 Board Members**

Jim Burns

Claire Jose’ - absent

Deanna Marcelo

Kevin Brainard - absent

Chris Dohl - absent

Christopher Hochman

Leslie Coppola

Bill Davis

Emily Koss

Melissa Bundy

Gary Laudeman

**Minutes**

Round Table:

* Jim Burns *– President*
  + Approval of July 25, 2022 minutes- approved
* Gary Laudeman/ Emily Koss – Grounds & Snack Shack
* Snack Shack Update (Emily) Freezer now fixed- ice cream melted, will assess to see if anything salvageable to sell. Sam handling inventory, plan for remainder of year is to sell off inventory and end of year fire sale. Inventory management was a good start up first year- next year will have training, etc for staff.
  + Grounds update- end of year clean up.
    - Lifeguards and staff take care of storing outdoor furniture last night pool open. Reminder from Leslie to move lane lines inside, will not last another winter outside and are pricey to replace ($10K).
    - Gary will work with Mark to winterize pool, etc.
* Claire Jose’- *Vice President*
* New Castle County lease
  + They have been unable to get into contact with anyone from the club.
  + I have the paperwork- needs to be paid asap
  + $100/ year along with annual admin fee @ $190/ year
  + Looks like as of 7/1/2021 we owe $331.49 and as of 7/1/2022 we owe $337.28
  + [Amor.Lockard@NewCastle.Gov](mailto:Amor.Lockard@NewCastle.Gov) is the contact

Chris H. needs paperwork to process payment. Jim left Claire message to provide paperwork to Chris ASAP.

* *Jonah Hudson-*
  + *need to vote -out for good or just the season?*

* *Hutton members*
  + *Tyler Earhart (suspended for the summer. we can reevaluate next season if he wants to come back) but he is not in their care.  Not not sure of the relationship*
  + *Cara Lego - under the Hutton membership as well-  not sure of the relationship*
* *Cameron Petuya- spoke with Jackie. Seems to be resolved but keep an eye on him*
* *Lap dance couple on the hill (Teenagers)-Sam is aware*

*\*Tabled until next meeting due to Claire absence*

* Possible deposit for large parties as DMA backed out but staff was fully on board

    determine number of guests & three hour limit

Board decision:

* + - * 25 require non-refundable deposit of $100.00, which will be applied to overall bill.
      * 3 hr limit for outside parties from outside organizations (i.e. Schools, etc)
* Guest passes
  + 6 per day- anything over has to pay no matter how many passes are on your membership

Board agrees with above; bylaws are silent on use of passes for parties. Board recommends to remain silent.

* Look into new cameras/ security

Board discussed, feels current system is adequate to secure buildings. While there have been break in’s to the pool grounds, there has not been any attempts to break into any locked buildings.

* Look into hot food certification – defer topic until next year.

     Cysco?

* I also have a bunch of receipt from purchases from Acme that need to be reimbursed
* 2023 Manager positions (Gary)

Board agree to post positions for existing staff to re-apply if interested.

Chris Dohl*- Finance Secretary*

**From:** Candice Knotts <[cknotts@officeservicesolutions.com](mailto:cknotts@officeservicesolutions.com)>   
**Sent:** Sunday, August 28, 2022 6:25 PM  
**To:** Chris Dohl <[crd@thealiasgroup.com](mailto:crd@thealiasgroup.com)>; Christopher H <[topher2@verizon.net](mailto:topher2@verizon.net)>  
**Cc:** Burns, James (FAA) <[james.burns@faa.gov](mailto:james.burns@faa.gov)>; Asher Please <[aplease@officeservicesolutions.com](mailto:aplease@officeservicesolutions.com)>  
**Subject:** RE: Follow-Up from our Meeting

Hi Chris,

A few questions –

I was able to match up the 7/23 deposits ( I am sure the bank will process the 27ths tomorrow). I need some clarification on the memo’s.

For instance – Front Desk – Is that Guest Fees / Application Fees and was the real total $2353 and you paid $350 to the band?

There is also a bunch of deposits going in for smaller amounts - $125.03 on 8/25, $31.52 on 8/23. Can you tell me how I can find out the information and reconcile these.

Also the 7/23 deposit was recorded at the bank for $2002 not $2003. Do you have copies of deposit tickets? That maybe helpful as a double check.

Thank you,

Candi

**From:** Chris Dohl <[crd@thealiasgroup.com](mailto:crd@thealiasgroup.com)>   
**Sent:** Sunday, August 28, 2022 9:22 AM  
**To:** Candice Knotts <[cknotts@officeservicesolutions.com](mailto:cknotts@officeservicesolutions.com)>; Christopher H <[topher2@verizon.net](mailto:topher2@verizon.net)>  
**Cc:** Burns, James (FAA) <[james.burns@faa.gov](mailto:james.burns@faa.gov)>  
**Subject:** Re: Follow-Up from our Meeting

Good Morning Candice,

Here are the deposits from 7/23 and yesterday.  Entire spreadsheet attached.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7/23/22 | Swimteam | 2525 | includes 200 startup | |
| 7/23/22 | Front Desk | 2003 | (350 ) band |  |
| 7/23/22 | Snack Shack | 3664 | (550) 150 charcoal 400 band | |
| 8/27/22 | Snack Shack | 6348 | (200) dj |  |
| 8/27/22 | Front Desk | 4831 | (5) waterbottles | |
| 8/27/22 | Misc (raffle membership) | 188 |  |  |

Christopher Hochman – Treasurer

* + Monthly finance report (hand-out)

Not available for meeting as Chris H & D are working with Candy to convert to Quick Base Online (QBO). This will give us more detailed drop downs for better reporting.

Chris to prepare Quarterly reports for the year to present at annual meeting. Chris to have report our prepared to share with Board at November meeting to allow for review and feedback.

* + See email below re: financial information needed & book keeping update

Kevin Brainard – *New Membership*

* + Absent

Melissa Bundy*- Bond/Current membership*

Recommending updated verbiage to bylaws to remove all reference to paper bonds. Board agreed, will add to annual update.

Bill Davis *Social/Fundraising*

* + Fundraising – Bill
    - Raffle ticket sales lower than expected. Need to push sales through weekend to break even.
  + Labor Day events – DJ, $1.00 dogs, multiple events throughout day on Sunday.

Leslie Coppola – *Swim Team Relations*

* Overall swim team made a net profit of $7K!! Board thanked Leslie for the great job she did as Swim Team Director, especially first year!

Deanna Marcelo – *Secretary*

* + Newsletter not sent will do an end of season
  + 2023 Officer positions: Discussed that having the same board will provide stability and continue to build upon the strong foundation being developed by existing team. There are 2 spots open- communications and secretary, Deanna will most likely re-run for secretary spot. Some members are interested in rotating positions.
  + September meeting to focus on Season Review- what worked/ what needs to improve, etc.- All agreed , members can send thoughts/ideas to Deanna to track. Recommendations include:
    - Dress code for staff/managers
    - Review purchase of lifeguard swim suits
    - Policies & SOP needed
    - Tighter guest policy language
    - Tighter & more specific discipline language
* Open
  + Next year have 2 meetings per month during June & July to address issues more timely during season- all agreed.
  + Discussed loud music competing with speaker music- all agreed this should not be tolerated and should be addressed by managers on duty.
* Email update re: Finance report status

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**From:** Candice Knotts <[cknotts@officeservicesolutions.com](mailto:cknotts@officeservicesolutions.com)>   
**Sent:** Sunday, August 28, 2022 6:18 PM  
**To:** Burns, James (FAA) <[james.burns@faa.gov](mailto:james.burns@faa.gov)>  
**Cc:** Christopher Hochman <[topher2@verizon.net](mailto:topher2@verizon.net)>; Chris Dohl <[crd@thealiasgroup.com](mailto:crd@thealiasgroup.com)>  
**Subject:** Financials Update

Hi,

Just wanted to give you an update. Asher was able to speak with Chris H on Friday and get QBO linked in with the bank account. So transactions are following now automatically downloading into QBO.

Chris D sent me the deposits and I have a few questions (which I will address in another email) but I was able to match them up.

We sent Chris H an invite to Smart Vault and I believe Asher asked for the last two payroll reports and the July bank statement. Also can you please send August’s after Thursday.

Next meeting: Monday, September 26, 2022.

Skyline Swim Club 6:30-7:30 PM