**OSRC Board Meeting – March 11, 2020 – MINUTES**

In attendance: Mark Klopfenstein, Charlene Burgeson, Mark Kitzmiller, Peter Molinaro, Ken Rock, Mara Sibley, Craig Taylor, Bill Thompson, Kara Hayden (staff), Chris Kurtzman (staff)

Absent: none

**Review and Approve**

Motion to approve January board meeting minutes made by Mara Sibley and seconded by Peter Molinaro. Passed.

Motion to approve February board meeting minutes made by Mara Sibley and seconded by Peter Molinaro. Passed.

**Vendor Presentation – Hadsell Sun & Shade**

Craig introduced the board to a vendor, Doug Hadsell, owner of Hadsell Sun & Shade. Doug shared information about his company and products. There were some products on hand to try out. Doug recommended purchasing sling chairs instead of strap chairs. The furniture line that the board seemed interested in is called Leisure Creations and has a 15- year warranty.

Craig and Doug said that a benefit of working with a vendor like Hadsell is a long-term relationship. Using a multi-phased approach to replacing pool furniture. Doug will create a 3D rendering for the entire pool deck/area for the board to review.

**Follow-up to Previous Vendor Presentation – Member Splash**

* Mark talked with Pinecrest. They use Member Splash and like it.
* Member Splash – Mark Kl has requested a final quote; use as much software as possible now but do membership due, etc. for next year.

**Membership – Kara**

* All outstanding membership payment issues from 2019 have been resolved.
* Dues payments for 2020 are due by March 15. At the time of this meeting, there were still ~135 payments that needed to be received.
* Summer rental membership are coming in; we are in process to get up to 50 rentals.
* About 9-10 families turned in their memberships (membership buy backs).
* Per the board’s request from the February meeting, Kara talked with Casey at Crystal Aquatics about the possibility and cost of adding some additional pool hours.
  + If we were to open the pool on Sundays at 10am (10-11am for adult lap swimming only) for June, July, Aug = $728.
  + If we were to open the pool at 1pm (instead of currently scheduled 3pm) on school days in May and June = $1,512.
* The board decided to survey the members about whether they would use these additional hours is provided. Kara will draft the survey; Mark Ki will review it; Charlene will send it via Survey Monkey. Members will be given one week to respond.
  + NOTE: About a week after this board meeting, with so many uncertainties related to Covid-19, the board decided not to send a survey at the present time.

**Operations – Craig**

* The board discussed the presentation by vendor, Hadsell Sun & Shade.
  + Like the idea of having a vendor; consistency; longer-term plan; do it in phases.
* We have an issue with our current umbrella bases.
  + They have wheels but are very unwieldy; not intended to be moved across large spaces.
  + Moving the bases is not ideal; new policy: don’t move the bases; talk with swim coaches.
  + Mark Kl is looking at Pinecrest’s movable bases.
  + Suggested solution: umbrella/base combo that doesn’t come apart.
* This year: replacement tables (2 on wood deck; 3 on cement deck)
  + $10K is in FY20 budget
  + Square tables so we can put them together when needed
  + Along the fence: bar height tables?
  + Double sling chair; platinum finish
  + Also new tables for tennis pavilion?
  + Craig recommended that the three tables for the cement deck be small drink tables with umbrellas and bases that are not movable; this will require additional budget of about $500
  + Motion to approve purchase of three small tables with umbrellas and bases that will exceed budget by about $500 made by Craig Taylor and seconded by Ken Rock, Passed.
* Future: replacement of pergola/trellis area; canopy; awning; water repellent
* Future: replace chain link fence
* Putting in a fence in front of building where utilities are (by parking lot)
  + Have a side door in the fence so vendors can access utilities
  + Craig reached out to Long Fence and two others; the two others didn’t respond
  + Long quotes: pressure treated pine, $2500; vinyl, $3400
  + Board was interested in vinyl because it doesn’t require the maintenance that pine would
  + $2,000 is in FY20 budget
  + Motion to approve Long Fence vinyl fence not to exceed $3500 made by Craig Taylor and seconded by Mark Kitzmiller. Passed.
* We could choose to put in a 16x16 fence by the dumpster fence, about the same price.
* Craig recommends a club welcome sign in front of new fence
  + $2900 for sign that is ~1.75” thick. Setup fee for sign is $510. Delivery and installation is $1300; Craig offering to do delivery and installation to eliminate this cost.
  + Same sign except thinner for about $900 less.
  + $2,000 is in FY20 budget
  + Board discussion: do the fence first; see how the FY2020 budget is going; revisit later in the FY.
  + Motion to table discussion of welcome sign for fence and revisit it at July board meeting made by Peter Molinaro and seconded by Bill Thompson. Passed.
* We will replace the lighting around the pool deck (5 posts, each have 3 LEDs). Cost is $2541, which is $200 above what is in the FY20 budget. Our handyman Phil will paint the light posts black.
* Lights on walking path from building to clay courts, 8 posts – waiting for a quote
* Landscaping by building, near the pool desk entrance to be done by Craig (volunteer time) and Phil (budgeted for $500).
* Offer letter sent to individual to manage the Otter Shack.
* For Otter Shack and front desk staff, there were 26 applicants and we will hire ~20 people. Craig will interview applications on March 28-29. Craig will order staff shirts.
* Craig will move pool furniture out of snack shack and paint floors in shack and front desk areas.
* We have budgeted for a sunshade in front of the Otter Shack window; Craig will take care of this.
* Craig will clean the pool BBQ. Peter and Ken will clean the tennis BBQ.

**Technology – currently no chair; Mark Kl reported**

* Craig will ask Tim Keller if he can serve on the board as the technology lead from now through the end of the current election year (Oct 2020).
* Board members met at the club on March 8 to go through all club paper files to retain and dispose appropriately.
  + We still need to shred the papers that are to be disposed of. Kara will contact a shredder.
  + We need to get a quote from a scanning company for the papers being retained.
* Going forward, we will maintain electronic records on Google Drive as it’s the most cost effective. It will be tagged to the OSRC Business Manager email.

**Finance – Bill**

* Bill emailed the FY19 final budget to the board prior to the meeting.
  + Income 5% more than budgeted.
  + Expenses 6% less than budgeted.
  + We spent a lot more on capital than we had budgeted for; most was for lights.
* Chris is getting ready for the annual review/audit; need to wait a couple months until all docs are in.

**Tennis – Peter**

* Peter and Ken had pre-season meeting with Blue Chip
* Action items going well
* Waiting for date from Bishop for starting prep on clay courts
* Clay tennis court border – big mistake in original estimate – actual price is ~$17,000
* Short one or two women’s captains for NVTL
* Promotion of spring and summer junior programs – table at swim team parents meeting on March 22
* We need to more actively promote Pickleball
* $500 in budget for lighting in tennis pavilion; we’re testing solar lighting
* We’re going to start recycling tennis balls using new ball hopper
* First social – April 17
* Need ice machine up and running
* Snack shack staff to keep tennis water coolers filled and cold

**Swim and Dive – Mara**

* Motion to approve document explaining rules and procedures for allowing non OSRC members to participate on dive team, as allowed by NVSL, made by Mark Klopfenstein and seconded by Charlene Burgeson. Passed.
* Mara will implement the above rules and procedures.
* Swim team is done with hiring; offer letters were sent out and acceptance deadline is this Friday.
* Dive team gave verbal offers to co-coaches.

**Social – currently no chair**

* Kara mocked up a summer social calendar
  + Spring Fling – similar to winter holiday party
  + Memorial Day – cookout, no games
  + Friday Family Happy Hour before swim team pep rallies – get liquor license; people bring finger foods to share; maybe live music
  + Ice Cream Social – Kara will do
  + Sunday Fundays – snow cones by snack shack – June, July, Aug
  + July 4th – cookout by staff of snack shack; volunteers to organize games?
  + Crab Feast (July 11 or 18) – food trucks instead
  + Movie Night – Kara will do
  + End of season happy hour if the early summer goes well
* Need a board member social coordinator to be the point person; to get volunteers – or cancel the event.
* No board member stepped forward to do this.
* Suggestion that we leverage paid staff to conduct the social activities.
* We need to write a note to the membership about needing volunteers in order to conduct social events; Ken will write the email.
* Discussion about how the coronavirus is currently affecting the club (e.g., tennis) and could affect the summer season.
  + Peter will remind tennis players to use social distancing
  + We will keep discussing this as things progress

**Other**

* Chris provided Mark Kl with a draft job description for staff accountant. Kara will provide one for business manager.

**Addendum**

* Motion to appoint Tim Keller to serve out the remainder of Paddi Longquest’s second year on the board made by Mark Klopfenstein and seconded by Ken Rock. Passed by email vote after the March board meeting.

**Board Executive Session (no staff present)**

* Motion to award OSRC club staff, business manager and accountant, each with a $2000 bonus for outstanding work for the club in FY19 made by Charlene Burgeson and seconded by Peter Molinaro. Passed.

**TO DO Items**

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| **Responsible person(s)** | **Item** | **By when** |
| Craig | Get a 3D rendering from Hadsell Sun & Shade for the entire pool deck/area for the board to review. | ASAP |
| Mark Kl | Get final Member Splash quote. | ASAP |
| Craig | Place order for five replacement tables. | ASAP |
| Craig | Proceed with Long Fence vinyl fence for side of building by parking lot. | ASAP |
| Craig? | Proceed with replacing the lights around the pool deck (5 posts, each have 3 LEDs), and our handyman Phil painting the light posts black. | ASAP |
| Craig? | Get quote for lights on walking path from building to clay courts (8 posts). | ASAP |
| Craig | Proceed with contract for landscaping by building, near the pool desk entrance. | ASAP |
| Craig | Purchase sunshade in front of the Otter Shack window. | ASAP |
| Craig | Clean pool BBQ. | ASAP |
| Peter and Ken | Clean tennis BBQ. | ASAP |
| Ken | Write a note to the membership about needing volunteers in order to conduct social events. | ASAP |
| Peter | Remind tennis players to use social distancing.  . | ASAP |
| Mark Kl | Provide 2019 annual member meeting minutes to the board for review and approval. | ASAP |
| Craig | Continue creation of summer season opening task list. | ASAP |
| Mark Kl/Kara | Discuss increasing the cap on full members from 500 to something higher | Future mtg |
| All board members | Review club’s bylaws, Article IV, Section 9 for discussion about decisions that the board makes vs. those that can be delegated to a committee | Future mtg |
| Mark Kl/Kara | Discuss what is a Board-level decision, committee-level decision (e.g., tennis, swim, dive, social) or member level decision (voting by all members) | Future mtg |
| Mark Kl/Kara | Review data about how well communication with members is working (e.g., U.S. mail, electronic communication) | Future mtg |
| Kara | Draft ORSC business manager job descriptions for board review. | ASAP |
| Mark Kl/Kara | Get all OSRC historical and current documents scanned into electronic format. | ASAP |
| Mark Kl | Develop a record retention policy. | ASAP |
| Mark Kl/Kara | Implement increase in membership late fees (see January 2020 board meeting minutes) in February 2021. | Feb 2021 |