**OSRC Board Meeting – June 10, 2020 – MINUTES**

Meeting conducted by Zoom due to social distancing requirements for COVID-19.

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

Absent: none

**Review and Approve**

The May board meeting minutes were not ready. Charlene will have them completed in the coming weeks.

**COVID Phase 1 reopening lessons learned**

* Things have gone well
* People don’t like to get a lot of emails but we may need to better communicate specifics
* Update our SignUp Genius account so it will automatically go live on a set date/time so there won’t be an issue for members not being able to access it right away if they don’t have a strong internet connection
* Make sure our signage matches what we are communicating by email
* There has been a high demand for pool usage; can we add more hours

**Preparing for Phase 2**

* Need to determine whether our dive well counts as one or two spaces (since it’s big); Mark Kl will find out
* Since members/renters have signed up for pool slots through Sunday (6/14); we’ll start our Phase 2 implementation on Mon 6/15
* We have two types of pool users: lap swimmers, family swimmers
* We could consider creating lanes in the shallow end
* No balls or pool toys; swim instruction aids are allowed
* We will have two sessions of masters swim
* When it’s time for a group to exit the pool, we will use the large gate onto the parking lot
* We’ll have tables with hand sanitizer at the entrance and exit
* It’ll be bring your own chair
* Put us signage that people can use the grassy area
* Only one individual or family unit at a time in the bathroom; put up signage
* Masks are not required outdoors or while exercising
* When people check in at front desk, they need to answer the questions about fever, cough, etc. from the governor’s orders; put up a big sign; ask the member/renter; if someone says yes, they cannot come in

**Swim and Dive – Mara**

* Survey about swim and dive instruction
  + ~140 families responded
  + 63 – definitely swim
  + 21 – most likely
  + 27 – maybe
* Pool with open on Mon-Sat at 6:30pm for first masters session; pool will close at the normal time, 9pm
* We will ask Crystal if pool can open an hour earlier (10am) on Sundays
* Masters – 6:30-7:20am, 7:30-8:20am
  + Swim 10&u – 8:45-9:15am, 9:30-10am
  + Clean – 10-10:15am
  + 11-12 swim – 10:15-11am
  + 13&up swim – 11:15am-12pm
  + Clean – 12-12:30pm
  + 12:30pm – pool opens for SignUp Genius sessions

Motion to approve swim and dive instruction plan and scheduling made by Mark Klopfenstein and seconded by Bill Thompson. Passed.

Funds already in the FY budget will be used to pay for swim and dive coaches to provide instruction.

**Tennis – Peter**

* Participation and revenue are up in May over April.
* Working on a special June tennis program.
* Our policy is that at least one member needs to be on the court; can have up to 3 guests.
* It is not going very well with collecting guest fees.
* Idea for the future – members could buy a guest coupon book.
* We might be able to do something with collecting members fees via our new technology, Member Splash. Time will look into that.
* USTA asked if they could rent some courts on weekends. The board decided no. Peter will communicate that back.

**Treasurer’s Report**

* At the present time, Bill’s year end estimate is that we will be slightly under budget for both income and expenses. They will offset, and we’ll still be where we thought we’d be for net income.
* Bill recommended that we be conservative about making capital expenditures for the present time.
* There have been some requests for refunds. We will discuss the status of the FY budget later in the year when we have a more complete picture.
* We still have four rentals to sell.

**Technology**

* Tim has been working on the static front-end site of new website via Member Splash. He needs some feedback from Mark Kl and Kara.
* Member Splash has converted all users; Tim will review.
* Tim will get a demo of the reservation system.
* Tim will ask about tying guest fee payment into the reservation system.

Social

* Two members have suggested that we have food trucks at the club.
  + Is garbage a consideration? No, food trucks clean up after themselves.
  + OSRC will not be responsible for any required minimum.
  + Social distancing in line needs to be maintained.
  + Yes, let’s try it.
  + Don’t want more that two trucks at the same time.
  + Put them toward the back of the parking lot.
  + Look at Susan Estes’ proposal. Ask her if she’s willing to coordinate this.
  + Connect Steven Vereb’s food truck friend with Susan.
* Ice Cream Social – June 20, 2-4pm; it’ll be a drive/walk through in the parking lot. Kara to coordinate. Chris and Charlene to help.

**Operations – Craig**

* Furniture is here.
* Front desk staffing – Craig emailed all original applicants and got responses from six. Craig will interview.
* Pressure washing of deck, sofit, and windows. Phil the handyman, estimate $400.
* Don’t pressure wash the concrete as it may be sharp afterwards; only do the wooden deck and building.

**Old Business**

* Look at the May board meeting minutes To Do list.

**New Business**

* Chris could run a soccer clinic type kids program if there is interested; she’ll look into it
* Chris’ daughter could offer yoga classes
  + Early in day before too hot
  + Needs hard surface; use two tennis courts; Chris to work with Peter
  + People bring own mats
* Could try a drop-in class to determine interest
* Need to look at Phase 2 guidelines
* In future, consider water aerobics

**TO DO Items**

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| --- | --- | --- |
| **Responsible Person(s)** | **Item** | **By when** |
| Charlene | Complete May board meeting minutes. | ASAP |
| Mark Kl | Find out whether our dive well counts as one or two spaces. | Immediately |
| Charlene | Pool signage for Phase 2. | By 6/15 |
| Kara, Mark Kl | Finalize Phase 2 pool schedule and communicate with members/renters. | Immediately |
| Peter | Respond “no” to USTA re weekend rental of some of our tennis courts. | ASAP |
| Kara, Mark Kl | Work with Tim to review static front-end of new website. | ASAP |
| Tim | Review Member Splash’s conversion of users. | ASAP |
| Tim | Get a demo of Member Splash reservation system. Ask about tying guest fee payment into the reservation system. |  |
| Kara | Ask Susan Estes if she is willing to coordinate food trucks. | ASAP |
| Kara, Chris, Charlene | Ice cream social on June 20. | ASAP |
| Craig | Interview for front desk staff. | ASAP |
| Craig | Have Phil the handyman pressure wash deck, sofit, and windows (not concrete). | ASAP |
| Tim | Develop a plan for digitizing all historical documents. | ASAP |
| Craig | Get a 3D rendering from Hadsell Sun & Shade for the entire pool deck/area for the board to review. | 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 | Purchase sunshade in front of the Otter Shack window. | ASAP |
| Craig | Clean pool BBQ. | ASAP |
| Peter, Ken | Clean tennis BBQ. | ASAP |
| Mark Kl | Provide 2019 annual member meeting minutes to the board for review and approval. | 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 | 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 |