**OSRC Board Meeting – July 8, 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**

Motion to approve May and June board meeting minutes made by Craig Taylor and seconded by Mara Sibley. Passed.

Put all Board meeting minutes on website once Member Splash is ready.

**Phase 3 of Re-opening**

What complaints have we had?

* People getting used to system; less complaints as we go along
	+ People can see that we’re trying to find the sweet spot for facilitate usage and safety
* Pool reservation slots fill up fast
	+ Are people taking advantage of the no-show slots? People can call ahead to check for availability**.**
	+ Problem – people aren’t cancelling their reservation
		- We need to communicate more about the importance of cancelling
		- We’ll start tracking and managing the no-shows

Pool furniture – we could position the furniture for social distancing and hire extra staff to clean the furniture between uses. Decision made to continue with people bringing their own chairs for now.

We’ll divide the baby pool into two sections so two families can use it at once.

County guidelines for Phase 3 – we can go up to 75% of our maximum capacity. Decision made not to increase past our current 50 users at a time right now.

Pool guests – Kara is getting a lot of questions, such as family members visiting and when will we allow guests. Decision made to continue the current no guest policy.

Boy Scouts water badge – allow Boy Scouts to use the pool outside of regular operating hours (e.g., 9-9:30pm) and pay for the lifeguards.

**Treasurer’s Report** – Bill Thompson

The current year-end projection is that we’ll be about $51K below budgeted income and about $44K below expenses for a net of about $7K lower than budgeted. Reserves are projected to be about $18K over what was budgeted.

Motion to not offer August rental this year made by Mark Klopfenstein and seconded by Peter Molinaro. Passed.

Approx. 5-7 families have asked about due refunds for this year. Bill has responded that refunds are not being considered at the present time; the Board will review the budget at year-end.

**Swim and Dive Report** – Mara Sibley

The current program runs until Aug 1. It has been well-received and may be extended. Mara and Kara will determine interest for continuing it into August.

The blue-green intrasquad swim meet went very smoothly. Dive team is considering an intrasquad meet as well.

There is going to be a swim-a-thon. There might be a dive-a-thon as well.

**Tennis Report – Peter Molinaro**

Very high participation in June. There is considerable non-member demand for lessons/classes.

The hard court crack repairs will be done later in the year as there’s too much demand/usage right now.

There was good response to the Tennis Boosters survey. Members want a better system for guest fee collection.

We’d like to collect tennis guest fees through Member Splash. Peter and Tim will check on that. Consider increasing the guest fee from $3 to $5 and then club will cover the financial transaction cost.

Motion to maintain the current tennis guest limits and establish a better system for tennis guest fee collection in addition to the current reception desk method, including online payment and payment via the tennis shack mailbox made by Peter Molinaro and seconded by Ken Rock. Passed.

**Operations Report – Craig Taylor**

Bathroom (plumbing, drywall, and paint) have been fixed.

Deck has been pressure washed.

**Technology Report** – Tim Keller

Tim set up a Dropbox account for OSRC files that the board and two paid staff will have access to. Tim will share the folder. It is linked to an OSRC files gmail account. We have 2 gigs on the free tier; if we need more space, we can pay annually for it (it’s inexpensive such as $12/month).

Member Splash is currently very busy with COVID-related work for clients. Our site is set up. Member accounts are set up. Member Splash does not have the capability for pool sign-ups.

What are our Member Splash priorities? (brainstorm list below; not in priority order)

* Payment system
* Sending out member emails
* Director
* Wait list
* Wait list application
* Membership transfer form
* Tennis reservation system
* Club info pages (front facing)
* Posting minutes of Board meetings
* Financials
* Bylaws

We will discontinue our current website system, Club Essentials, either at the end of the calendar year or end of the fiscal year.

**Business Manager**

Tuesday Food Trucks

* Managed by member, Susan Estes. Has been hugely popular; about 50 families/week. We’ve been hitting the limit on pre-orders. A dessert truck has been added.
* Non-perishable food donations have been great.
* Early on there were some trucks that were not adequately prepared and got backlogged. Susan has figured out how to address that.

**New Business**

* None

There was a Board only session to discuss a couple items.

**TO DO Items**

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| **Responsible Person(s)** | **Item** | **By when** |
| Kara | Put Board meeting minutes on website. | When Member Splash is ready |
| Kara | Communicate again about the importance of cancelling reservations. | ASAP |
| Kara | Divide the baby pool into two section for use; update the reservation system. | ASAP |
| Kara | Respond to Boy Scouts’ request to use the pool for water badge. | ASAP |
| Mara, Kara | Determine interest for continuing the kids swim and dive programs into August. | ASAP |
| Peter, Tim | Check on ability of Member Splash to collect tennis guest fees. | ASAP |
| Tim | Share Dropbox folder with board members and two paid staff. | ASAP |
| Tim | Will determine our priorities for Member Splash. | ASAP |
| Tim, Chris | Discontinue Club Essentials either at the end of the calendar year or end of the fiscal year. | End of year |
| 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 |