Scottish Hills Recreation Club
Board Meeting Agenda
October 16, 2016, 2:00 pm

1. Open meeting –
   a. Welcome 2016 BoD, introduce any guests - Call to order @ 1410.
      i. Present: Todd Snyder, guest. Jared Taylor, manager. Mark Boston, Jessica Dixon, Crystal Holliday, Jim Howard, Roger Follas, David Gettys
2. Approval of mtg minutes 9/18/16 - deferred, minutes not available
3. Swim & dive Team
   a. Need for 2017 coordinators - Jody emailed Mark, still looking for a coordinator. They will do it as a team if they can't find someone to do it solo.
4. BoD administration - Boston
   a. Member question: Can adult child of member represent family at annual meeting?
   b. Time, location of November BoD meeting.
      i. Alternate location than Eva Perry for 11/6 - 2-4pm at Cary Towne Center Food Court
   c. Staff Total Payroll
      i. Sept 2016 total payroll $13,025.15,
      ii. $2,157.19 less than Sept 2015 $15,182.34
      iii. 2016 YTD payroll $105,165.28
      iv. $17,699.95 less than 2015 YTD $122,865.23
   d. Itemized Staff departments:
      i. Managers 2272.77 ytd hours. $31,891.06
      ii. Lifeguards 4694.00 ytd hours. $37132.41
      iii. Gate 1940.45 ytd hours. $14,283.74
      iv. Group Lessons 94.50 ytd hours. $1,276.72
      v. Private lessons 49.00 ytd hours. $1,232.09
      vi. Archery 20.75 ytd hours. $269.75
      vii. Swim Coaches $7,600
      viii. Dive Coaches $1,300
      ix. Overtime 25 ytd hours. $664.15
5. Business Manager - Christy Hall
   a. Open Items for club closing?
      i. Christy will talk to dumpster company to spend $100 (one-time fee) to convert dumpster to one with a gravity lock that will keep the top flaps from being opened. Hopefully will decrease dumpster abuse by other people during the off-season.
      ii. Microwave needed for 2017 concessions
   b. 2016 strengths - organization
   c. 2016 areas of improvement - a few tweaks to concessions
   d. 2017 plan / commitment - plans to return next year
6. Pool Manager - Jared Taylor
   a. Jared to contact SEC re: pool cover, etc for closing, cc Mark on communication.

b. SEC should not need water to do closing activities, so building can be winterized and water turned off anytime after today (10/16).
c. 1 small insurance claim submitted due to slip and fall. Result busted chin. Claim submitted to SHRC insurer under medical payments.
    i. Jared: Review of documentation of "incidents" SHRC
d. 2016 Strengths:
    i. Overall staff enjoyment with few incidents that needed to be addressed.
    ii. Facility continued to be a clean and safe environment for staff, members and guests.
e. 2016 Areas of Improvement:
    i. Being able to delegate more tasks so as not to be overwhelmed.
    ii. Still improving on better communication with staff, members and board.
f. 2017 Plan/Commitment:
I am committed to the continuation of making SHRC a fun and safe environment for the members and guests. I hope to continue to bring all aspects of programmes (swim team, dive team, lessons, yoga, etc) together as a unified front for the club. This allows all pieces of the puzzle to fit together nicely and seamlessly for the enjoyment of all.
I will look for opportunities to grow our programmes as well as adding more for the benefit of our members.
I am committed to listening to members and their concerns and address such concerns in a timely fashion.
I plan on building a great team every year. Making sure that every employee is current with all certifications and giving them a chance to expand their knowledge of safety.
I am committed to making SHRC succeed with improvements for the longevity of the club.

Thanks for the opportunity of working at SHRC. I hope to continue to build a strong working relationship for the future.

7. Lighting:
a. Email vote record 10/1/2016:
Background reminder:

- 2 of 3 security lights on wooden poles not working for past 2 years due to old age.
- 1 of 3 security lights on wooden poles ready to fail at any time, again due to old age.
- 6 existing pool lights are estimated ~ 25 years old, and near the end of life expectancy. Recommendation to replace while professionals on site, before they break.
- 1 - 3 foot candle illumination currently throughout pool deck. Minimum 10 foot candle requirement for entire deck to qualify for night permit swim.
- 2015 recommended plan to replace 3 security lights with LED $8921

Boston: Motion to approve Brothers Electric bid for $8440 due to:

- maintaining 9 total pole lights
- improvement with 8 new LED lights (instead of only 3 security LEDs in 2015)
- return to 3 lights for night security (2 LED and 1 traditional)
- 1 switch added outside of electrical panel for added safety. This switch will be located at the top of the Chemical Room Steps on the left next to the electrical panel box, which means we will not have to turn on the chemical room light on the right side of the steps, walk down the steps turn left, open the electrical panel doors, flip on or off two electrical panel switches.
- Improved lighting of 1 - 8 foot candles around the Pool Deck
- Cost to run new wiring to wooden security poles is transferred to 5 additional LED lights focused on the pool deck for our greatest impact.

As funds and needs arise in the future our recommendation is:

- Phase II - upgrade building lights to LED using existing electrical wiring. Lower cost, with smaller impact on night swim permit requirement. ~ $5 - $10k
- Phase III - add 2 light poles on Tarbert side of pool with 4-6 LED lights. ~ $15 - $20k
- Phase IV - wire far wooden pole if needed, change wooden poles to LED

SHRC LED Sec light est. BwilsonElec 5_28_15.pdf

Scottish Hills Pool - Revised.doc

Pool lighting code.pdf

Vote Record:

- Dermot Allen Yes
- Jim Howard Yes
- Christa Iozzo Yes
- Crystal Holladay Yes
- Roger Follas ___
- Jessica Dixon Yes
- David Gettys Yes
- Mark Boston Yes

8. Treasurer Report - Holladay
   a. Balance Sheet
   b. Note: Officers & Directors insurance is ~$7k, will be due again in 2018 (every 3 years). Consider paying ⅓ annually rather than lump sum?
   c. Profit and Loss
   d. 2017 Budget
      i. What Income targets are needed to cover operating and capital cost?
      ii. Motion to approve by Gettys, second by Follas, motion passed unanimously.

9. Capital Plan Prioritization for future needs
   a. 2017 - VGB skimmer covers.
      i. Potential problem replacing only 2 missing 6".
      ii. Investigating replacing all at same time with 4", now standard, re-engineer recertification. ~ $1060
   b. 2017 - Furniture
      i. 32 lounge chairs. $134 each. $4,288
      ii. 6 tables. $134 each. $804
      iii. 4 umbrellas. $140 each. $560
      iv. 4 umbrella stands. $75 each. $300
      v. $7824 total minimum
   c. Sound System Needs 2017:
      i. front desk mic now WORKING
      ii. Amp no longer cutting off
      iii. FM antenna not working, is a remaining issue. Need new FM source.
      iv. In process. $500 - $1000 estimated cost
   d. Security lights $5,000
   e. Roof ~ $5,000
   f. Concrete Deck replacement sections $.. $5k - $50k
   g. Ceiling , insulation, AC for office ~1,000
   h. Pool deck lights $18,000
   i. Tennis courts $50,000
   j. Frisbee golf $1,000…

k. ADA Lift ~ $10,000

l. Baby Pool conversion to splash pad $...

m. Surveillance cameras ~ $300

10. Membership – David Gettys -

a. How will we reach our needed 2017 Annual dues Target?

b. Cary Christian Fund Raiser gift.

i. Giveaway item (family membership, book of guest passes,..)?

ii. Provide in gift basket to market club to attendees

c. ~ 58 new members, $240 off. $14,000 less income in 2016 w/ promotion

d. ~ 15 net new members (15 of 20) for 2017 ~ $7500 additional annual dues.

e. 2017 60 new applicants ($150 off) = $9,000. 20 new for 2018 $10,000

f. 2017 Membership promotions

i. Free, Reduced for Vets, PD, FD

ii. $100 off new members before June 7th

iii. $100 off when stock is paid in full at application - BoD likes this one.

11. Facilities - Howard

a. Bathroom door replacement ~ $600 for both.

b. Bathroom exterior privacy walls ~ $940

12. Communications – Jessica Dixon

a. Nothing new to report.

13. Closed Session - BoD

a. 2017 staff planning

14. Adjourn Meeting – 1630

SHRC BoD 2016 Meeting Dates

August 21 – 5 pm Pool BoD meeting
Sept. 5 Labor Day (Monday)
Sunday 9/11/16 Last day of public swim for SHRC
September 18 – 2017 Planning. 2 pm SHRC BoD meeting. 4p Dog swim
Saturday 9/24 Paint main building floors.
Saturday 10/8/16 Fall work Day 9 - 2
Sunday 10/9/16 Fall Landscaping day 9 - 2
Saturday 10/15/16 Fall work Day II (rain date, back up if needed)
October 16 – Budget prep. 2 pm Eva Perry. Reserved. BoD meeting.
November 6 – Budget final. 2 pm Eva PerryBoD meeting
December - off continued 3rd Sunday
January 15, 2017 - Annual meeting prep.
February 19, 2017 - annual meeting final.
March 7 - Annual Meeting - 7:30 p.m. on the first Tuesday in March
March 19 - Welcome new BoD - All 2016 BoD members requested to attend.
April 8 Easter Egg Hunt