



Scottish Hills Recreation Club  
1423 Tarbert Dr, Cary, NC  
PO Box 859, Cary, NC 27512  
[www.scottishhills.org](http://www.scottishhills.org)  
919-469-8109

## Board Meeting May 7, 2017 4-6 at SHRC

Open meeting

Start 4:12pm

Board members: Mark Boston, Todd Snyder, Jeff Vau, Diana Stelmack, Michelle Arndt, Christa Iozzo, Alicia Angel

Employees: Christy Hall

Volunteers: Deb Tomasko, Swim Team; Jacquelyn Manson, Dive team

guests: none

Secretary - Iozzo

- Approval of April 19 2017 meeting minutes- Snyder make motion to approve, not one denies

### **Swim Team**

- Meet the coaches, Sunday, May 14, between 2 and 4 p.m. Annie Jones Park
- Question: What is budget and expectations for swim team. Are they to support themselves including coaches salaries? Boston looks over financials and say historically yes, they support themselves and make a small profit. Dive team is usually a loss. Suggestion that each team manage their own budget. Swim team brings in about 19,000. Net positive by a few thousand. See financial sheets for specifics. Look to make this better for the 2018 season. Reach out to TSA to see what the average salaries for coaches in the area is. Suspect that we are paying a less than most. Ask what are they paying to register, how many coaches for how many for kids, what are they paying head coaches, junior coaches etc..?

### **Dive Team** - Jared Taylor

Know this is a program that operates at a loss.

- Coordinator Jacquelyn Manson
- Dive Team Practices
  - Mon Fri 530-630p. Start May 22

- Tues Thurs 9 - 10 a. Start June 5
- Saturdays from the 9-10a time slot on 10 June.
- Jacquelyn to work with Jared to determine if the morning practices are going to work. Jacquelyn to determine days with Jared. She does not need to come back to board for approval.
- Julie S can only work till June 18th. Do not have coach for the remainder of the season. Focus on what we can do now and get started.
- June 15th and June 27th are the home meets. Reserve the back shelter in the for opposing team.
- Dive Team Pricing, We can confirm at 5/6/17 BoD meeting. Per last discussions:
  - members \$60 first child, \$50 second, \$40 each additional in a family- Motion to approve, approved
  - \$200 flat fee (100 dollar application and 100 membership fee) for non-member dive team only, per child, use a wrist band for these students, this fee includes the fee for the team members to participate in TDA, if they qualify. Each membership gets 4 guest tickets with the membership. - motion to approve, approved
  - Dicce coordinator to let Christy Hall, Business Manager know of any non-member diver. Guest passes should be handed out via dive team coordinator. Diver should fill out member application as well as a dive application. Christy to get member application. Jacqueline to email Anita to add change to dive team web page. Have Jessica add information to regular web page. Jessica to put out on Facebook and Twitter.
- Christa: advise of and Help Jacquelyn & Jared with registration details
- Dive only membership How can we satisfy SHRC by-laws and TDA rules:
  - Non member submits application with \$100 application
  - Dive only member pays \$100 additional per family.
  - Plus normal Dive registration fees (\$60, \$50, \$40)
  - Stock is simply not a required purchase
  - Same rules apply if the non-member returns in the future.

### **President - Boston**

- BoD meeting schedule for remainder of year
  - June 11: 4 - 6 (fathers day 18th)
  - July 16: 4 - 6
  - Aug 20: 4 - 6
  - Sept 17: 4 - 6
  - Oct 22: 4 - 6

- Nov 19: 4 - 6
- Conflict of Interest disclosure required by all BoD
- Agent agreement with Town of Cary Police Department renewed.
- Annual dues payment deadlines.
  - May 1st 2017 annual dues deadline
  - May 1st letter stating: “Any member who has not paid their annual dues in full by May 15th will have their membership terminated as of May 16th. They will be refunded for their Full Membership fee in the applicable amount they paid LESS the amount of the annual dues. Any member who wishes to resign must do so in writing by May 15th in order to be refunded the full amount for their stock certificate.
  - Treasure to process everything this week and so there are less letters to send out.
  - Request to allow 2017 annual dues payments to be accepted through May 31, terminations to be processed June 1. This allows people to bring payment to the pool on opening day and such. Hold resignation policy firm. The watch list will be sent out based on this.
- Email reminder to membership regarding consistently decreasing membership volunteerism. Work day volunteers were low. Currently do not require work day hours from the membership. We should look into a requirement of hours with a buy out. If the family does not volunteer they need to pay an additional fee. Need a two way communication to know when they can help and when they want to help. Maybe start to advertise when Christy and Jared are here for members to come down to help. Anyone that wants to help at this point should email Jared and he will coordinate this. Board to advertise projects through general membership emails.
- Stock Committee discussion initiated 5/7/17 Schedule:
  - Club history and background - Boston due by 5/14
  - By-laws - Boston due by 5/14
  - Data on membership, turnover rates, average values - Boston due by 5/14
  - Competitor’s memberships setup. Due date 5/20/17
  - Meeting Saturday 5/20, 9-10a at SHRC
  - Potential solutions with expected outcomes (positive & negative) Due date 6/10
  - Meeting Saturday June 10, 9-10a at SHRC
  - Prioritization of solutions to present to BoD. Due date 6/24
  - Meeting June 24, 9-10a at SHRC
  - Hope to have recommendations for the board in July. Call a meeting on July 4th or later in July to vote on changes.

- Snyder thinks will be more like three months to get this all going. We will get started and see if we can get it going on the current timeline.

### **Vice President - Snyder**

- BoD work group Tuesday May 16 7 - 8p McGregor Ale House
  - Future dates
- Bathroom doors
  - Repair with kick plate on bottom, estimate \$220 plus labor, and tax. This has been solved, do not need to do anything.
- Storage
  - can we purge offsite storage to consolidate onsite?
  - Cost of fire proof vertical 4 drawer storage cabinet is expensive. Is this a better option than the storage unit. We just renewed the storage contract so we have one year to get this done. Need to know what we can get rid of and what we have to keep. We should recoup the expenses in a couple of years. Also, could be go digital?
  - Required retention period for the following:
    - Taxes
    - Payroll
    - Membership records
    - Can we perge everyone that has been given their stock fee back?
    - Employee records fall under HR rules.
    - Christy to assist with purging once we know the rules
    - Jeff to be involved in it to search for camp information.
    - Find out how many boxes in the cabinet, take note of what is in the boxes.

### **Business Manager Report- Christy Hall**

#### Concessions:

- Finalize menu and new prices
- Coke products have been delivered, coke tech here on 5.9.17 to clean equipment and get us set up for the season
- Blue bunny ice cream delivery on 5.8.17
- Plenty of ice pops to start season – will contact Walker June 1 for order to be delivered
- Will start stocking concessions on 5.12.17 and will have ready to open Thursday before opening for preview weekend.
- Working with David Boone to get oven delivered, place cookie order etc. Hope to have by end of next week.
- Concession menu updated. To be shared with membership in advance of season. Could raise prices of name brand ice cream to \$2.00. Think about these prices as a 3 year plan

so that we do not raise prices. Hold a sale if things do not sell quickly. Candy bars do not have the ability to increase too much based on grocery store price. Increase soda price as well. Switch type of cup and offer a refill cost. Send out notification the week prior to preview weekend. Michelle to draft note, send to Jessica to email to membership.

#### Dumpster:

- On monthly plan – next pick up May 25<sup>th</sup>
- Will switch to more frequently as needed

#### Staff:

- Only missing a few pieces of the paperwork needed but 99% of it is in!
- Activated staff in quickbooks (only need to add people currently taking lifeguard class and WSI class).
- All uniform items are in and ready to be handed out at orientation.
- Have some admin items that I will need to finish by end of the month (hew hire info entered, etc)
- Background check forms have been handed over to Alicia to run

#### Membership:

- Will send out report on Sat – lots of changes daily as people are resigning and new application are coming in
- People are starting to book parties – please double check with me and social before promising a date for a event
- Cornhole tournament moved to Friday, June 2 – social needs a shelter for this because we are doing a pot luck with it. Eric will start working on details to advertise to members.
- Help with membership cards??

#### Landscaping company:

- Need to give them at least a week notice before we want them to start - let me know in advance so I can contact them (if we decide to use them).
- Jeff willing to mow over the summer. Board can fill in if needed or send email to membership to see if we can get a volunteer. Jeff to look at weed eater and blower to see if they need to fix.
- Christy to let them know we will not need their services on a regular basis. Want to call on them if needed for a one off or something like that.

#### Front Desk:

- We have some processes that need to figure out before front desk can be trained – I will email you if I have questions (Diana – guest list, Alicia – refunds, etc Visitor Sign in form, for membership follow up. To go over at staff training. This needs to be enforced at the front desk. Then have Diana S. pick up every few weeks.
- Updated contact list provided

#### Membership Report provided.

- Full Membership Total Previous Report 291 Resigned -
- 7 Terminated - 0 Joined + 6 Converted - 6 Transferred 0 Summer Specials - 0
- Family Membership 242

- Double Membership 30
- Single Membership 12
- Current Total 284

### **Pool Manager - Jared Taylor**

- Drew with SAG finished work on the in-pool lights and said they all work. He also finished replacing the main drain valve to fix the bubbles in the pool.
- Jeff stabilised the ladder nearest the large slide for the inspection.
- Taylor will call first thing on Monday of this week to try to set up the summer inspection.
- Is there a need or reason to discontinue free drinks to staff?
  - Drink policy for staff will be addressed at orientation giving them one free drink during a work shift. They must provide a cup of their own to cut down on our cost. Jodi Viau donated plastic cups for the staff.
- The next few weeks there are some odd jobs that need to be completed before we open. More painting and a touch up of the outside of the building is needed. Anyone that can help please check with myself or Jodi Viau on what needs to be painted. Michelle did a great job of starting the restrooms. I didn't get a chance to check them completely today, but I believe they may have been finished today. Thanks to everyone that helped out.

### **Communications – Jessica Dixon**

- Not able to attend due to anniversary
- process for updating email addresses as new members and resignations are processed via Christy Hall is working well.
- Remind BOD members, committee chairs, event leaders to let me know when something needs to be sent to the membership via email or publicized via FB/Twitter.
- cornhole tournament date on the website

### **Social - Michelle Arndt**

- 2017 Budget \$3,000
- Parents night out. Insurance - Boston. No confirmed existing coverage due to babysitting exclusion.
- May 28th is Confirmed, our current insurance policy covers us for host liquor liability. Basically, we can host an adult social event and allow alcohol to be consumed in a responsible manner, as long as we do not sell alcohol. Sell bracelets to members to make up the few for bartender. Also, charge an additional 2 dollars for guest as well. Have company check ID and give out bracelet. Must buy your own beer the first round. No one should have a beer without a band.
- SHRC will need from any alcohol vendor: - this has been requested and will be forwarded to us as soon as Julie receives it (MA)
  - a copy of their business insurance liability insurance certificate (\$1 million minimum)
  - with Scottish Hills Recreational Club added as an "additional insured"
- For any food trucks we will need
  - a copy of their certificate of business liability insurance (\$1 million minimum).

- There is no need to have us added as "additional insured" to food vendors or normal contractors.
- Todd and I briefly talked about whether we should buy a corn hole board for the pool - Christy knows someone who can make one for us with the SHRC logo on it for \$160; is this a worthwhile investment?
- Planned events - can these all be put on calendar as well as the social page? Anyway to put a scrolling text bar underneath the menu on the home page that shows upcoming social events?
  - 5/27 12-2 Opening Weekend Lunch - need info on past attendance to plan purchases; board members should all plan on being there to set up, run and clean up; name tags for board members
  - 5/28 4-7 Adult Social
    - Fortnight is set (\$4 per beer, 10% profit share with SHRC)
    - sell bracelets for \$2-3?? to cover cost of bartender - \$50; tip jar will be out for bartender as well; since we are selling bracelets, should we also check IDs? Is there liability with that? Who is willing to take a shift?
    - Decide where beer will be allowed - I think we should let people bring it into the pool area
    - If issues with overconsumption, who should address (pool manager to address members, including board, can go to manager with concerns)
    - Can we set up tents and tables on tennis courts? If so, who can help with setup?
    - Still working on food truck - Ty's All Natural is interested but would like some number estimates; Joe's Adobo works with Fortnight and is an option as well; other ideas?
    - Have members bring cornhole boards to play; could advertise as practice for the tournament the following weekend
  - 6/2 5:30-7:30 Cornhole tournament and potluck
    - Eric and Christy Hall running tournament
    - Michelle will handle potluck (or recruit people to handle) -reserve back shelter
  - 6/10 12-3 End of School Celebration
    - DJ (Jared has contact?)
    - Pizza
    - Games?
    - What would we have to charge to break even?
    - Would we need a shelter?
  - 6/16 6:30-7:30 Ice Cream Social
    - 1 bowl of ice cream with unlimited toppings
    - Cost?
  - 6/30 6:00-8:00 Bingo and Kickball (beer and food truck again?)
    - Do we still have the bingo stuff?
    - Charge per bingo card to pay for prizes?
  - 7/3 6:30 Boat race
    - Eric and Christy Hall are running
    - Do they need board support?
  - 7/4 4th of July Celebration

- I have no information on this; Christa to get information for this to Michelle
- 7/14 Craft night for kids
- 7/29 Cornhole tournament (beer and food truck?)
- 8/9 4-7 Pool races and potluck
- 8/19 - beer tent and food truck?
- 8/26 Movie night
- 9/16 Adult social?
- October - Fall Festival?

### Facilities - Jeff Viau

- 2017 Budget
  - Routine maintenance = \$1500
  - Repairs = 3000
  - Grounds maintenance = \$3500
- When to turn on Lawn service? ~ 5/15/17?
- Summer Camp revenue opportunity

### Membership - Diana Stelmack

- Group promotion. Laurel Park promotion - Boston
  - Open house weekend June 3-4, No Guest Fees for LP.
  - Membership information to be provided by SHRC
  - LP social Saturday, June 3rd from 4:00 PM to 7:00 PM. Rain date June 4th 4-7p.
  - Any residents who choose to join will write Laurel Park on the top of the application to track the minimum of 4 to get \$50 off plus additional discounts.
  - SHRC membership will answer questions and track new member applications
  - **Jared & Christy:** Reserve the back shelter for Laurel Park on Sat 6/3 and Sun 6/4 from 4 - 7p.
  - Catherine Pifer & Molly Tardy will let us know expected attendance the weekend of 5/27.
  - Guest Passes. In vertical file cabinet. One pass per ~ 3 hours of volunteer service.
- "Be Our Guest" promo for other neighborhoods - Arndt?

Offer any groups after June 7th, flat \$100 discount if the group gets 5% of their neighborhood to join. Must sign up by the end of the weekend that they attend. Group name on the top of their application. Motion to approve made by Arndt

- The Battery
- Brookgreen Forest - (Next target, Dixon help) - sent email to board asking for contact info to provide more details about the group membership deal 5/5 (MA)
- Westfield
- Castlebrook
- Highland Oaks - sent request for contact info through Omega Mgmt 5/5 (MA)



- Coles Creek at Weatherstone
- Applecross - sent email to management company contact asking for contact info to provide more details about the group membership deal 5/5; received response that BOD had been contacted to see if we could attend board meeting to discuss(MA)
- Savvon Heights
- Colonial Townes
- Killarney Point
- The Ranches
- Waterford Woods
- Guest Log In recipient responsible for follow up ? (Diana, Michelle - happy to help with this but don't want to be solely responsible )
  - Hall to create Log with name, phone number, and email address- Done
- Google Docs usage for sharing documents update –
  - Need to discuss potential privacy issues with storing personal information on Google
  - Basic document sharing looks good. Need to discuss how to manage access to the documentation. We can allow one person to maintain the account for SHRC or multiple. There is one account for all to share.
  - I had a request for email, but I don't understand the request. Clarification on Sunday would be good.

**Treasurer Report** - Angel Arrival around 5p

- Change of Authorized SHRC Capital Bank account representatives scheduled.
  - To be removed - Crystal Holladay
  - To be added - Alica Angel and Toddy Snyder
  - 2016 Board members resigned or no longer serving:
    - David Gettys
    - Jim Howard
    - Dermot Allen
    - Brent Hubbell
  - 2017 current Board of directors
    - Mark Boston -president
    - Todd Snyder - vice president
    - Alicia Angel - treasurer
    - Christa Iozzo - Secretary
    - Jessica Dixon - Communications
    - Diana Stelmack - Membership
    - Jeff Viau - Facilities
    - Michelle Arndt - Social

Still working with Crystal to get up to speed. Background check and stock conversion still need assistance with. Look into separation of handling money. Person accepting money should not be the person that makes the deposit. All info with SS or bank number is kept in safe.

Meeting adjourned: 6:44pm

Closed Session - BoD

### SHRC 2017 Dates

March 19 - 2- 4p Welcome new BoD - All 2016 BoD members requested to attend.  
April 2- 4 to 6 Boston's home. 107 McCoy Ct  
April 8 Easter Egg Hunt 8  
April 19 Board workgroup Wed 7-8p  
April 22 Workday 8 to 2  
April 29 Workday 8 to 2  
May 7 BoD meeting 4 - 6p at SHRC  
May 16 board workgroup 7-8p  
May 8 - 12: Lifeguard training:  
May 22 Swim team practices begin 4:30 - 5:30 and 5:30 - 6:30  
May 14 2 - 4, Meet and greet Swim Coaches, Annie Jones Park  
Preview weekend May 20, 21: 12-8  
Grand Opening Sat. May 27 - Hot Dog Lunch BoD run  
Memorial Day, Monday, May 29: 10-8  
May 20, 9-10a Stock Committee Meeting  
Early Bird swim (Memorial - Labor Day) begins M, W, F 6a - 8a  
Tues, May 30 - Fri, June 2: 12-8  
Swim Practice begin 9 - 10 am practice? Plus 430-530, 530-630  
Sat, June 3: 10-8 Corn hole tournament - Hall Taylor. Laurel Park  
Sun, June 4: 12-8 Laurel Park  
Mon, June 5 - Sat June 10: 10-8  
Sun, June 11: 12-8  
Mon, June 12 begins summer hours:  
M, W, F Early Bird 6a - 8a  
M-Th 10-830  
Fri-Sat 10-9  
Sun 12-8  
June 6 - HOME swim team Time Trials. pool closes at 4:30p.  
June 10, 9-10a Stock Committee meeting  
June 11 BoD meeting 4 - 6p at SHRC  
June 13 - Away swim meet at Silverton  
June 20 - Away Swim meet at Olive Chapel  
June 24, 9-10a Stock Committee meeting  
June 27 - HOME swim meet Abbingdon. pool closes at 4:30p.  
Mon. July 3 - Cardboard Boat Race 6:30p - Hill Taylor  
Close at 5pm on 4 July - Social TBD  
July 5 Wed. - HOME swim meet Walden Creek. pool closes at 4:30p.  
July 11 - Away swim meet at Medfield  
July 16 BoD meeting 4 - 6p at SHRC  
July 18 - HOME swim meet Scotts Mill. pool closes at 4:30p.  
Sat. July 29 - Cornhole Tournament

July 20 Thur - Swim team Banquet

August 20 BoD meeting 4 - 6p at SHRC

Mon, August 21 begins: Monday - Saturday 10-8 Sunday 12-8

Sat. August 26 - Movie Night

Mon, August 28 begins: Monday - Friday 4-8, Sat 10-8, Sun 12-8

Labor Day, Monday June 4: 10-8

Weekends only after if staff and weather permit 12-7 both Sat and Sun

September 17 BoD meeting 4 - 6 at SHRC

October 22 BoD meeting 4 - 6 location TBD

November 19 BoD meeting 4 - 6p location TBD