



Scottish Hills Recreation Club

Board Minutes

April 2, 2017 4 - 6pm

107 McCoy Ct

Open meeting

Board members: Diana Stelmack, Debbie Tomasko, Jessica Dixon, Mark Boston, Todd Snyder, Michelle Arndt, Jeff Viau

Employees: Hall

Guests: none

Secretary - Christa Iozzo (absent)

- Approval of March 19, 2017 meeting minutes - motion to approve by Boston, second by Stelmack, motion passed unanimously.

Swim Team - Debbie Tomasko

- Head Coach: Amanda Tomasko
- Assistant Coaches:
 - Eli Hancock
 - Brandon Kolush
 - Morgan Montgomery (declined due to injury)
 - Offer made to Sydney Rogers, she has accepted
- Head Junior coach: Ryan Stikeleather
- Junior coaches: Jessie Confroy, Matthew Stikeleather
- Interns: Marie Dawson, Andy Dawson, Ryan Kolush
- Meet the coaches, Sunday, May 14, between 2 and 4 p.m. Annie Jones Park
- All meet dates are set, calendar requests for events have been submitted to Hall, first meet is June 13th.
- Communications have been updated - Gmail, Google Drive, using an app for communication as well as Twitter (for meet nights)

Dive Team - Jared Taylor (absent)

- Coordinator Jacquelyn Manson? She and Anita are supposed to be meeting. Anita says the coach from last year is coming back? No one present is certain of the details.
- Dive only membership? +\$100 for non-member families? Debbie suggests we make sure that league rules do not preclude this. Christa Iozzo has looked into it and found no issue but we will confirm TDA rules with Christa in time for the next BOD meeting. Details need to be worked out if we do this (Can siblings swim during dive practice? Will family be escorted out when practice is over? Can we have a flag on membership number so front desk knows they are dive only - perhaps 1234N (for nonmember)?) Is this ok under bylaws? Need to check. Workgroup will do research and bring a recommendation back to the board.
- \$60, \$50, \$40 dues for dive team, + \$100 per non-member family proposed

Business Manager Report- Christy Hall

- **Be aware ZIP code for pool credit card is 27512, not 27511**
- **Concessions:** Renewed Costco and BJs Business Memberships. Will be working on menu and increasing prices. Christy will schedule vendor deliveries, complete the

shopping and have concessions ready to open prior to preview weekend. Will get a new microwave prior to opening as well.

- **Member request:** consider adding at least one frozen "popsicle" option that doesn't contain artificial food coloring. Christy has found one at Costco for roughly \$10 for 24 push-up style popsicles. Will cost more to members than other popsicles.
- Communication about prices to members - Michelle to send Jessica the message and updated menu to send to membership and post to FB when ready.
- **Cookies:** Christy has talked to vendor that offers fresh baked cookies. Upfront cost of \$250 for oven. Need to research whether there's a health department issue since this would be **cooking** food vs. just **heating** food - Todd Snyder will check on this. Also must check on electrical load capability for the concessions area. Christy to do cost analysis. Will also investigate possibility of getting a business to sponsor the oven - see if Crystal will talk to Dr. Bouvenizer about sponsorship.
- **Trash:** No changes to last month – it will be emptied prior to 1st workday.
- **Uniforms** and other items needed to be ordered prior to season starting: Shirts, suits and other lifeguard items have been ordered and some have arrived! Will get the first aid supplies, AED supplies, office supplies, program equipment, etc. soon.
- **Fire Inspection:** Fire inspection is due this year - they can stop by anytime. Pool should be inspection-ready after work day. Please do not put anything in the corner marked off with blue tape in the concession stand under the electrical box - that area has to remain clear!
- **Staff:**
 - All interviews have been completed and all offer letters/emails to applicants that did not receive a job offers have been sent. I have asked for a reply from each person to make sure email was received along with availability information/confirmation of accepting job offer if job offer was sent. Background check forms were emailed to all new employees that are 18 and older and returning employees that have turned 18 since the end of last season or will be turning 18 prior to the season starting.
 - All signed offer letters, background check forms, tax forms, direct deposit and any other paperwork needed will be collected prior to the season starting and processed. I will be in communication with all staff on dates that I will be available for them to drop off paperwork at the pool. (April 8 and 22 – all paperwork is due April 29th)
 - All staff members have been sent **email(s) with important dates:** lifeguard certification class, lifeguard re-certification class, staff orientation, WSI class, etc.
 - **Staff numbers:**
 - **4 assistant managers:** Kelsey Tuning, Jessica Dohme, and Rebecca Miller (all worked as lifeguards last year). Abby Bennett (AM last year) will be returning but can work very limited hours on the weekends. I believe that 2 of the new AM have other jobs as well so we should be able to cover the hours with all 4.
 - **13 returning lifeguards** 3 new applicants that are taking lifeguard certification class prior to the season starting (interviews have been completed and offer will be official as soon as they pass the class and provide certification) 5 new applicants taking lifeguard certification class at SHRC (taught by Jared Taylor) prior to the season starting (interviews have been completed and offer will official as soon as they pass the class)
 - **9 gate staff** – 6 returning and 3 new
 - **2 WSI** instructors (one is a lifeguard as well and one is the mom of a lifeguard) – will be taking class taught by Jared Taylor (I am WSI certified and teach lesson if needed) Not hired: 7 gate applicants, 1 assistant

manager and 1 declined job offer. Please let me know if you have any questions about staff.

- **Keys/Alarm:** Christy has keys for Alicia and Diana. Alarm response group will be updated as noted below:
 1. Jeff Viau
 2. Mark Boston
 3. Todd Snyder
 4. Christy Hall
 5. Michelle Arndt
- **Town and Country:** Email list has been updated.
- **Facilities:**
 1. **Pool cover** will be coming off on April 6th. Christy placed order for chemicals with John W. from Coastal – working on scheduling delivery date.
 2. **Scot Hahn** – have not heard from him but he is good about emailing when he has the water turned on. Mark – he will need to get backflow preventers from your house.

Membership report

- Added Hirt 2151 (CC raffle winner)
- Resigned Osborne 1611
- Previous total 291
- Family 247
- Double 29
- Single 15
- Current total 291

Pool Manager - Jared Taylor - out of country until 4/12/17.

Communications – Jessica Dixon

- Email communication to membership continues. EEH info also sent out via Twitter & FB. All are encouraged to send communication requests to Jessica via email; please include a deadline for sending out the info if applicable.
- New process coordinating with Christy to update member contact list is working well.
- Jessica will be meeting with Diana soon to train her on the Communications role.

Social - Michelle Arndt

- 2017 Budget \$3,000
- Large need to make us stand out and bring back “club” feeling of our past
- Ask for sign ups for social events - board agrees it’s a good idea to implement this not just for volunteers but for attendees.
- History of alcohol policy at pool and do we want to revisit? Rules allow alcohol only during board-sponsored events. Per Mark our liability carrier covers us if we choose to do a board-sponsored event (i.e. adult social) that includes alcohol; we just cannot provide or sell the alcohol. Board agrees we should start with a board-sponsored event with alcohol and see how it goes.
- Bring back adult social. Allow alcohol (only for board-sponsored events per rules). Food truck with beer truck for special event likely good intro. Board ok’d. Roger Follas to support as he has connections with Fortnight Brewery.
- Snyder gave Arndt contact info for Shepherd’s Vineyard social person; Arndt has reached out to meet with her.
- Easter Egg Hunt, April 8

- Iozzo to lead and train Arndt
- Iozzo is taking care of donuts, Arndt will get coffee and water
- Easter Bunny is covered (Jeff Viau's son) and will be arriving by 8:15 to get ready
- Egg hunts begin promptly at 9am
- Hall & Arndt kids took care of stuffing eggs
- Social committee interest - Arndt emailed both to see if they want to help out with EEH and if they want to meet to brainstorm possible ideas for future events
 - Mandi Lewandowski
 - Jill Cole
- Spring Work Days - 4/22 and 4/29, 8-2 Light refreshments for volunteers
- Opening weekend cookout - 5/27
- Sunday 5/28 - Beer garden in tennis courts (see above discussion) with cornhole practice - since next day is a holiday
- Need June activities!
- Cornhole Tournament June 3, July 29. Hall & Taylor support - maybe tie in with a potluck before (MA)
- Ice Cream Social - \$2 per bowl; 6/16 7:00
- Bingo and Kickball 06/30
- Boat race Monday July 3rd 6:30. Hall to support
- July 4th - Need to form social committee for games
- Decorate your own cookie - donations of sugar cookies-7/14
- Pool races + potluck - Wed 8/9
- Movie night 8/26. Taylor support with food trucks?
- Parent night out - 2nd Saturday of the month? Drop off your kids for 3 hours and we provide child care. Age 5-12 only, charge per kid, feed them pizza. Need to discuss with Jared to ensure appropriate staffing, make sure that kids can swim/wear life jackets if not.
- Michelle to send email to board about ideas for new social activities.

President - Mark Boston

- David Gettys resigned from BoD 4/2/17. Diana Stelmack to step into Membership role handling the communication with new, interested, or resigning members - Christy to send all "interested" emails to her; Michelle Arndt will help with tours; Jeff Viau will help with MLS stuff (contacting new homeowners - we can get an email to membership person when houses in targeted neighborhoods sell, then we can contact them to let them know pool is here with memberships available).
- Jessica Dixon to retain Communications for this year and continue to fill in learning Secretary role.
- 2017 SHRC To-Do-List added to Shared SHRC folder
- Cloud file sharing project - suggest housing documents in Google Docs under the scottishhillspool@gmail.com account. Jessica & Diana to work on this with help from Michelle as needed.
- Spring work day dates Saturday April 22 8a - 2p, and April 29 8a - 2 p
- BoD work group Wednesday April 19 7 - 8p McGregor Ale House
- BoD meeting May 7 : 4 - 6p at SHRC. Make sure Christa will be here or someone else to take minutes.
 - BoD work group Tuesday May 16 7-8p
- BoD meeting June 11: 4 - 6

Treasurer Report - Alicia Angel

- Unable to attend. P&L and balance sheet sent out by Boston to board members today.

Vice President - Snyder

- Agenda for 4/19/17 work group pending
- Spring work day task list - sent to Diana to create SignUp Genius, Jessica to send email when signup ready. Consider focusing on pool stuff first workday, landscaping second workday.
 - Roundup 4/22
 - Pine Straw 4/28 100-125 bales ~ \$4 each bale
- Paint color discussion - trophy case wall must be painted; Christy has a large chalkboard that can be mounted there. Boston, Viau, Snyder will make a decision on which color to paint that wall as well as whether or not to change the "standard" paint colors for walls, railings, and trim.
- Storage - can we purge offsite storage to consolidate onsite? We are spending ~\$800 per year for offsite storage.
 - Cost of fire proof vertical cabinet - Snyder to investigate
 - Required retention period for:
 - Taxes - 7 years
 - Payroll - 7 years
 - Membership records - not sure retention time but consider scanning and keeping it electronically - Diana to look into that

Facilities - Jeff Viau

- 2017 Budget
 - Routine maintenance = \$1500
 - Repairs = \$3000
 - Grounds maintenance = \$3500

Membership - Mark Boston reporting for David Gettys

- SHRC signs needed.
 - Scottish Hills Rec. Club, Memberships available, www.scottishhills.org, phone?
 - Series signs for Tarbert: Summer, FUN, For, Your, Family, SHRC
 - Snyder Quote. A double sided 18" x 24" corrugated plastic sign with the H style ground holder will be between \$17 - \$18 each if we buy a quantity of 10 with the same print on them. The production time will be about 1 - 2 weeks depending upon what is on the sign.
 - Gettys Quote
 - Arndt: Easter Egg Hunt. Bring a friend, promo - **decided against this since the pool won't be at its best (MA)**
 - email exchange or twitter feed. Capture email addresses, physical address, and/or phone numbers of guests.
 - flyer ready for upcoming social events and a sales sheet for pool.
- Laurel Park promotion - ok'd by Board.
 - Pfifer request to consider group promo. 80 families - HOA board of 3 and HOA's social committee of 3
 - 1 free guest pass to all, or one free weekend June 3-4
 - If weekend we can offer to host HOA social event
 - \$50 off for this year if minimum of 5% join this season. Stacks on top of the other existing promotions. Must join by closing time on Sunday of their open house weekend in order to get the neighborhood promotion.
- Dixon: Can we also do a similar promo for Brookgreen Forest? 181 homes just across Old Apex Rd. Has HOA but no pool or clubhouse in the community. (Will consider doing other neighborhoods if this is successful - Snyder will work on compiling a list of potential neighborhoods.)

- Consider offering Bring a Guest weekend? June 3-4, or June 10-11
- Consider offering guest passes for existing members who bring a new member to the club

Diana Stelmack - Membership / Volunteer / Coordinator

- Volunteer coordinator need for ticket raffle, workdays, social
- Guest passes for volunteering- GREAT IDEA!!

Closed Session - BoD

SHRC 2017 Dates

April 8 Easter Egg Hunt 8:30 coffee & donuts, 9am hunt begins

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

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 - Hill Taylor

Sun, June 4: 12-8

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 BoD meeting

June 6 - HOME swim team Time Trials. pool closes at 4:30p.

June 13 - Away swim meet at Silverton

June 20 - Away Swim meet at Olive Chapel

June 27 - HOME swim meet Abbington. 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 18 - HOME swim meet Scotts Mill. pool closes at 4:30p.

July BoD meeting

Sat. July 29 - Cornhole Tournament

July 20 Thur - Swim team Banquet

August BoD meeting

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