

Little Neck Swim and Racquet Club
Monthly Meeting
March 18, 2008

Board Members: Margaret Derrick, Ken Inglesby, Daryl Mitchell, Carole Sharpe,
Nancy Barbachem, Kevin Stewart, Jeanene Wolfe, Barbara
Hudson
Committee Chairs: Mary Vance, Grace Carlson
Staff: Shawn Sabia

Meeting opened by Margaret. Kevin moved to accept the February minutes as presented. Seconded by Ken. Minutes approved.

President's Report – Margaret

Special Meeting letter was adapted based on suggestions by board. Brainstormed ideas to entice members to come. Kevin wants to have a phone blitz to really stir up excitement. Mary and Nancy will divide up the membership list and make these calls.

Barbara raised an issue with bylaws. The long range planning committee should leave Capital Improvements in the hands of the membership. So bylaws should read: "to the membership at the annual meeting for approval" and remove "to the board and if so, requested by the board" (CI section 3). Therefore if it's deemed to be a CI by the board, then it has to go to the membership for a vote. Barbara stated this was discussed at the January meeting and was not reflected in the minutes. Ken stated this change is considered a clerical error and can be adjusted accordingly. Jeanene will make the appropriate change to the bylaws posted on the website.

Barbara felt the Credit Obligations section needs to remove "for CI" to prevent a board from using all accrued money for CI, leaving nothing for operating expenses which would require the club to go into debt to cover these expenses. Daryl feels it is assumed that operating expenses are budgeted and will not be touched for other purposes. Barbara also wanted it stated that the board would not incur debt greater than \$25,000 for any reason without specific approval of the majority of the voting members. Daryl wanted to know if this is so important that we should stop the bylaws voting for this. Daryl feels the intent of both of these issues is fine and we can document in the minutes that we plan to address these in more detail in the future. Margaret agreed that making these changes is more than clerical and it is too late to make this type of change and still have the vote at the special meeting. (Article 8 paragraph B1). The board agreed they will not borrow more than \$25,000 without membership approval.

Ken presented the list of major changes to the bylaws which are being voted on. Jeanene will send out this list in the newsletter and post on the website.

Mary asked about the term "email vote". Voting is still 51% of all membership but now will include voting by mail (absentee ballot which is defined in the bylaws). Robert's Rules recommends using voting by mail instead of absentee ballot in the verbiage.

The Special Meeting brainstorming continued. Margaret stated that for a prior big vote, the board did divide up the phone list to call members to encourage the membership to attend or give proxies. Jeanene will also post to the website and email the proxy. She will get an electronic version of the last proxy from Cyndi Jones. Kevin suggested the board make calls in advance but also check off a list as people vote and be prepared to call again in the afternoon if more votes are needed. Mary recommends we do advanced calling. Margaret and Jeanene will be designated ABC managers. Kevin stated that we need to post names of ABC managers for all events. Margaret plans to have pizza, BBQ, cole slaw and beer. The beer will be purchased through a wholesaler as required by our ABC license. There will also be an inflatable, activities, popcorn, cotton candy and sodas for the kids. Margaret stated that whoever pays their dues will get their club sentry ID card and Shawn will need help making the cards. Nancy and Carole will help him. Kevin reminded everyone that one pass will be given for the vote plus 10 more if dues are paid by that date. Jeanene stated she needs to coordinate with Shawn to keep membership information current for emailing. Board members need to be here at noon to help set up. Ken stated we need to be sure we have the membership rules to help with dues paying for members who potentially abuse the system. Carole stated we need to define who is a "family" since there were situations last year where divorced members in different households shared a membership among the adults instead of having 2 household memberships. Carole said the other main issue seems to be with the elderly members who want to come with their grandkids as a childcare provider but also come with the family as a whole. When the nanny is a relative, then the waters were muddy. This issue needs to be dealt with before the special meeting. This can be dealt with by email. Carole will send out the list of rules for review. Ken stated enforcement is the key so we don't open ourselves up for complaints. Ken suggested we print up a letter of rules for daycare providers and give to those who register under this category and have them sign it. Margaret agreed we should give them the rules. Barbara stated we should also put the rules in a newsletter closer to the pool opening. Ken suggested verbiage such as "Here are some problems we ran into last year so please take note". Margaret stated that all we can do is attempt to enforce the rules. Ken stated this will also protect Shawn and the guards from angry members. Barbara stated that inactive members cannot use the facilities; they can't decide to go back to a guest. The privilege of non-members is really to entice them to join; it is a marketing tool. Ken disagreed that if members want to go inactive because the kids have left home, it shouldn't mean that you cannot take a yoga class or come as a guest. Barbara and Carole stated the bylaws say once you are a member, you forfeit the guest privilege in the future. Kevin felt you are then discriminating against someone who did pay their \$1000 initiation fee and are giving them less rights than someone who has never contributed for the club. Margaret stated this needs to be looked at again at the annual meeting to make the bylaws verbiage more clear. Carole stated there is no five visit limit for tennis lessons, swim lessons or yoga classes.

At the special meeting, Shawn has his wife and some older kids coming to help with the kids activities and face painting. Matt will also do a king of the court activity. Margaret felt we also need to do an adult tennis activity to get the adults to come out. Carole suggested we do a simple round robin to offer fun and fellowship. Carole said Grace should be able to arrange this. Mary asked if we can get a serve radar gun to let people see how fast their serve is. This would be a good drive for the men and it is quick. Margaret did ask Grace to include adult activities but Shawn did not feel she was clear about this. Barbara has a radar gun we can use but we need someone to operate it. Shawn can probably get Nigel to use the gun.

Manager's Report – Shawn

He has patched the tennis court hitting wall and will paint it soon. Steve is working on getting grounds cleaned up, drainage behind courts 3 & 4 needs trench dug deeper, will get returning guards to help, clay courts will be resurfaced soon, wind damage repairs from recent winds have been done, quote on powder coating slide was \$13,500; will look at other options. Nancy Mayo is getting together her summer yoga schedule as well as aqua aerobics. She wants to do an evening yoga on Tuesdays. Margaret stated the evening class is a loss of the room which members may want to use so does offering this class outweigh the member use? Jeanene stated she needs to understand that members will need to be able to access the building for parties, etc so she will have to expect interruptions. She needs to understand these stipulations. Shawn will explain this to her. Clubhouse rentals are picking up. The tent is at Norfolk Tent for repair and will be back by May1. We will be getting a quote on the pricing soon. Youth night was awesome. It was small but a lot of fun. Staff salaries for the summer need to be looked at. Bow Creek has posted their staff salaries and our guards are getting less. We need to make sure our salaries are competitive. Shawn would like to look at a step up system so returning guards can make an increase each year (Current city wages are \$8.43, WSI \$10.80) with the first year \$8.50, second \$8.75, third and above \$9 , \$11 for all WSI while they are teaching only. Minimum wage is going up so snack bar will have to go up as well. Barbara felt raises should be merit based more so than longevity to encourage good employees. Kevin stated raises need to be based on merit as well as longevity so they are aware that they must earn the raise. Carole stated we need to make a salary range so that Shawn has control of rewarding good workers. She stated that \$8 for a first time employee is still a very good pay. Snack bar could pay up to \$7 for assistant and \$8 for snack bar head. Nancy asked if there is a raise structure for snack bar? Shawn felt we do not need this. Carole stated there should be a greater difference between lowest paying guard and head snack bar due to extensive training guards must undergo. The guards have a lot more responsibility and need to get paid accordingly. Daryl stated \$6.55 is minimum wage and this is fine for a first time worker in the snack bar. Head would be \$8. Returning snack bar employees who want to come back as head should not take a pay cut. Shawn plans to put more pressure on the snack bar in their performance.

Carole stated that employee hiring was reviewed by the employee review committee as presented by Shawn. He should have a hire, no hire and on hold list. The board needs to have these lists so they can answer questions when parents inquire. Kevin stated that small community politics need to be looked at. Carole concurred that a members' child would have priority over non-members' if equal in all aspects. Grades also get looked at. Kids who actively participate at the club should also be viewed favorably. Ken felt we need to be careful to make sure we are not feeding into LNSRC cliques in our hiring practices. Daryl stated we used these guidelines previously to help with the past turnover of managers to help with the hiring.

Carole wanted to look at offering an employee lifeguard CPR class; she has a contact for certifications which Shawn can offer here once the pool is open. There are different levels and most returning guards will need recertifications, all will need repeat CPR which Shawn will offer in May. We can also make a little money for the club by doing this here. Barbara said we should look into offer WSI as well; she will give Shawn the contact. Shawn will give Jeanene the verbiage about requirements to post on the

website and put in newsletter. Carole stated we need to make clear that coming to LN lifeguard training does not guarantee a job

Margaret stated we need to put the new fees on the membership page on the website to reflect the increase; Barbara stated the new member packet needs to reflect this change as well: \$575 regular member; \$925 for annual member. There was a typo in Margaret's letter with misinform about the new annual member fee.

Social – Margaret, Jeanene is outgoing chair

Two members Nancy Hansson and Patti Nardone will be the new co-chairs of family and adult socials as well as the Santa breakfast. The youth committee will remain the same. Barbara stated she was only volunteering if there was no one to take the post but she is fine with this.

Carole said last year we put a timeline on the photo taking for IDs but we forgot to put it in the membership letter. Shawn said we can leave this open with the new system.

Swim – Carole

Still working on the final coaching staff, Lauren is not coming back. The team is coachless but working towards a solution. They are working to get electronic scoreboard; several options are being looked at. New suits have been chosen and are on order. Bill wants a website, Active.com, to be looked at along with other options. Shawn has used this with local events and his research shows that for fees under \$24,000, Active is good, but if we will be collecting more, it is better to go with a Visa account. Kevin stated they do sign folks up to get trial subscriptions which can be a hassle for members.

Tennis – Grace

Adult/child social is still on, Jeanene will be sending out an E-vite. It is a small group but it is a start to get the adult/child tournament on as an annual event. They plan to get a big trophy to put in the clubhouse with a plaque to commemorate the annual winners. The pros are willing to help out but they do have lessons on Sundays so it is better to hold it without then. The adult social is April 12th. Shawn sent out the spring/summer tennis schedule and Jeanene posted it on the website today. Pros added an age group of 10-13 since there was a gap with this age last year. Ladies round robins moved to Thursdays to see if more can attend on a different day. Ross is still waiting to get quotes on shelters; Shawn said they came by today to get measurements. Margaret stated the Insrc.net website was still up last night, and is still up now. Tony said it was down according to Grace. Margaret thinks the motivation behind Tony doing this is to meet our desire to have online services but he did not brief anyone on this. He has been spoken to about this and he said it was down, but it is still up. Margaret emailed him and asked him to take it down. He has not responded to her. Grace told him last Wednesday he needed to call Margaret. She will contact him once again and stress that it needs to be removed immediately.

Capital Improvements – Kevin

No report

Rules – Carole

Need to update the nanny rule, need to add clay court rules as well, need to spell out rules regarding alcohol on grounds.

Grants – Diane Yates via Margaret

Two grants from last year are still waiting approval from the city for their plan. She has \$5400 in her budget for this last year, in addition to funding for 2 outstanding grants from last year.

Building & Grounds – Ken

Not having much luck getting youth volunteers for grounds cleanup.

Treasurer – Daryl

Final bill for fencing in, design costs are coming in. Goodman notified us that they needed to change our quarterly fee from \$750 to \$1250. Daryl called the partner in charge to plead our case-seems we have not had an increase in several years-and he agreed to raise it to \$1000 in 2008 and \$1250 in 2009. Nothing unusual except for some final tennis court costs and some renovation fees. Our 2007 tax return has been filed and a copy is in the December financial packet in the office if anybody wants to review it. We should get our final statements this week for posting on the website (along with the 2008 budget). Also, we have filled out some insurance renewal applications for our annual renewal on 5/5/2008. Fay Carbo is actively searching the market for us. Need to have a safe to put club cash in. Shawn looking into getting one which will allow envelopes to be deposited without having to give out the combo to employees. Final inspection of clay courts will be done soon.

Shawn discussed the damaged court issue; he is getting the runaround. Shawn is keeping a phone log, calling every day but not getting return calls. Stacy Harvey is looking into a contact which might help out with this.

Respectfully submitted,

Jeanene Wolfe