**Minutes - Closed Meeting January 8, 2018 at 7:00PM**

Attending: Nate Cogdill, Charles Hicks, Ken Karamichael, Gwen Lentz, Laura Nesbitt. Rhonda Breen-Simone, Alisha Uccardi, Kathy Vladyka

Cyndee Wolff

Excused: N/A

Call to Order: 7:15 PM

Approval of Minutes: Motion Gwen, Cyndee 2nd, 9 yes, minutes approved

Next Meeting Date: February 5, 2018

**OFFICER REPORTS**:

**President’s Report**: no report

* RenoSys response
	+ Renosys offered to bring a crew of 4, begin work on April 1st and do the necessary clean- up of debris.
	+ Nate to f/u to ensure their timeline will allow completion of work 2 weeks prior to opening day so we can get the necessary permitting and testing done in time. We would like a work commitment to begin mid March weather permitting.

**Secretary’s Report**: No Report

**Treasurer’s Report**: No Report

Payroll check discussion

* Motion to pay employees uncashed checks for 2017 season net the $30 charge for returned checks issued by Paychex. Laura 2nd , 8 for, 1 opposed 0 Abstain, motion passed.
* The checks will be issued in 2-3 weeks to include any checks returned from the last payroll.
* The reissued checks will be accompanied by a letter with a strong suggestion for direct deposit.
* Discussion around maintaining a bond fund with funds to cover all outstanding bonds. The funds are there but the interpretation of by-laws from past boards is there is no requirement for a bond fund. The board agrees being diligent in maintaining funds to cover outstanding bonds is a goal of the BOT.

**COMMITTEE REPORTS**:

**Pools and Grounds**: No Report

Focus for February meeting

Discussion:

* Estimates for camera installation before next meeting
* Job description for proposed maintenance person – prior to next meeting. Laura to provide old CHC maintenance contract
* Cost savings based on less required maintenance on pools with the new liners
* No update on cell tower however they are plowing the driveway ahead of starting construction

**Operations**: No Report

Meeting focus is Operations - the following are notes on the discussion:

* Scott was given the wrong date for the meeting so he will be asked to attend the February meeting to discuss operations
* Letters of intent have not gone out to staff/guards – estimates are that 50-60% of staff will return. Head guards Tom and Tyler will not be returning
* Scott has suggested Breda and Sara would be invited to fill head guard positions
* There was no prepared data on salaries so Cyndee has agreed to provide the standard year over year information needed for this discussion to the board by Friday, 1/12/18.
* Cyndee proposed an across the board $.25 increase and guards to start at $8.75 vs the new minimum wage of 8.60. Laura to provide Cyndee with a pay rate scale that provides guidelines to provide raises based on performance and a scale for new hires that considers experience in setting the initial hourly rate. This discussion will be tabled until the next meeting when the management team will be present to discuss.
* An evaluation for guards with a 3 point rating scale or something similar was discussed – it appears most members were in favor of both evaluations and pay for performance based raises.
* Cyndee to ask Tyler if he will return just to provide lifeguard instruction. We need to discuss what the pay rate would be and Cyndee to provide an alternative if he is not available. We need to make guards aware if they will need to find other locations to get certified or re-certified.
* Gwen suggested we look to advertise earlier and better to take advantage of the potential revenue source from lifeguard courses.
* Motion to install an electronic time clock system (similar to Timeclocks which was used for years and is compatible with Paychex) before we open: Laura, Rhonda 2nd, 2 for, 7 opposed, 0 abstain, Motion denied.
* Decision was made for Cyndee to follow up with Paychex to get a list of time clock systems compatible with our payroll system and get estimates of costs involved. Review of findings added as an agenda item for the next meeting.
	+ Ken suggested we review Tru Shift
	+ The board discussed testing for a season side by side with current manual entry
* Discussion around whether to amend the manager contract as the contract requires the manager do payroll and board member is actually uploading payroll – contract language is as follows:
	+ *Process bi-weekly payroll, Operations Chair will work with Manager and provide backup assistance as needed*
	+ Work cited in contracts should be performed or we should forego contracts
	+ It was suggested the manager upload payroll as stated in contract and send a report to operations chair for review.
* FHS last day of school is June 29th. This will be added as an agenda item to discuss with Scott in attendance to ensure we have coverage without FHS staff.
* Discussion around hiring a couple of teens to run activities including tournaments, arts & crafts, volley ball, basketball and any other activities to increase interest in the club and help with retention of members.
	+ Discussion ensued:
		- Talk to Scott about rotating head guards through different activities or have each take ownership of two
		- Social committee - pick an event you would like to see at CHC and run it
		- Make sure the BOT increases advertising and communicating of events
		- Try to keep events on a volunteer basis, with little or no cost associated, run during club hours
		- Get things on the calendar pre -season whenever possible
	+ Swim Lesson discussion:
		- Scott should assign times so instructors will be able to work a shift directly before, after or overlapping lessons
		- Swim lessons were presented in a more structured way but require work on the implementation end
		- Allow members to self-evaluate, the evaluations the staff attempted last year may have been seen as a deterrent to lessons because it was a negative experience for young children
		- The level concept while good, again, needs work on the implementation end. The swimmers didn’t see differences in the lessons as levels changed
	+ Invite Kelly Cirone back for water aerobics, it was well attended
		- Continue with $5 per class paid through the office
	+ Discussed background checks on employees, we should do them for non -school employees, i.e., maintenance workers, managers, coaches? Not lifeguards
	+ Ken to add background check to job description for maintenance worker

**Membership**: See Attached

Discussion about babysitter, houseguest and late fees for membership

* Motion to keep fees the same, Rhonda, Kathy 2nd, 8 yes, 1 no, 0 abstain, motion passes

**Special Events**: No Report

By-Laws: No Report

Grievance: No Report

Nominating: No Report

Policy: No Report

Publicity: No Report

**AD HOC COMMITTEE REPORTS**:

Swim Team: No Report

Communications: No Report

**Adjourned**: motion to adjourn 9:44 PM