**August 12, 2018 at 12:00PM**

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

Excused:

Call to Order:

Approval of Minutes:

**OFFICER REPORTS**:

* President’s Report: **Staffing Issues**

1. Coaches not showing up and performing duties within their contract.

Need to deal with and be consistent

Our management should be handling all issues in regard to operations of the facility and CHC and Swim, Dive, and Tennis are considered part of CHC and also the Snack Shake is part of CHC. It does not make sense a Board member would know that a coach does not show up or if practice is occurring or if the snack shack is open for business. Every employee should have one contact and that is our manager of our facility.

By setting up individual members running everything we continue to run into problems.

In our staff procedures manual, it has a place for Discipline Procedures, but there is nothing written. I am starting to think if this was written and the expectations were defined there would be no issues when a problem arose. My ideas that I have started are below, but input is appreciated to make sure we have the best ideas down.

Possible solution taken by management

CHC POOL DISCIPLINE PROCEDURES

Level 1 infractions

1. Late to work without notice less than 15 minutes
2. Failure to punch in
3. Improper Dress attire
4. Demeanor not fitting to members and observed by management

Level 2 infractions

1. More than 2 Level 1 infractions in one season
2. More than 15 minutes late to work is considered a “no show
3. Failure to find coverage
4. Inattentive behavior on the stand

Level 3 infractions

1. More than 2 level 2 infractions in one season
2. Failure to act in an emergency

Level 1 infraction discipline action

Verbal warning to staff and management keeps written record of incident.

Level 2 infraction discipline action

Written warning and suspension

Level 3 infraction discipline action

Terminated

Secretary’s Report: No Report

Treasurer’s Report: No Report Attached

**COMMITTEE REPORTS**:

Pools and Grounds: No Report

Operations: No Report

Membership: No Report

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

* **OPEN/NEW BUSINESS**:  **Revenue opportunities** 
  + Business or Company Parties
  + Held on select days
  + Can decide if we want to make this a big deal and section off part of picnic grove or run it like we do now with parties. The question is what is more appealing and a possible revenue.
  + Who would like to mail the flyer to companies? 2 Board members.

* **Security Cameras – Already purchased**
  + Location to install
    - Mount two on telephone pole by pump house facing race pool and other facing main pool.
    - Mount one on garage facing board parking lot
    - Mount one on light pool facing office
  + Policy
    - When will they be operational?
    - Who is able to view them?
    - Purpose of installation
      * My concern is off hours
        + People coming after club is closed. Found beer bottles in pool when guards opened up on a couple occasions. On town record that there are frequent 2am parties occurring on our grounds.
        + Property stolen of premises
        + Workers in for preseason opening and closing and found damage to our ladders. No proof
    - Letter to our members explaining purpose, when they will be operational, and who is viewing the cameras.
* **CHC MANAGEMENT PROCEDURES FOR FECAL CONTAMINATION???**
* **Swim Test –** The swim test is outlined in the procedures manual, but was changed this year. The manager should have a hard copy of this manual and make the appropriate changes.
* **Maintenance worker –** Where do we want to post? Who?
* **Paychecks?**
* **Pool Closing**
* **Octoberfest?**
* Handbook updates
  + Swim test
  + Diaper policy
  + Guest policy, including event guest policies
  + Ball playing
  + Policies on children under 18 at the pool
  + Ball playing
  + Party policy
  + Membership application process
* By laws changes

**Adjourned**: