

Board of Trustees Closed Meeting Minutes
January 08, 2018
3 Jean Road
Somerset, NJ

Call to Order: 7:07 PM

Attending: Alisha Uccardi, Kathy Vladyka, Cyndee Wolff, Todd VanBeveren, Jim D'Ambrosio, Joann Urban, Dave Cocuzza, Kristin Greenstreet, Rhonda Breen-Simone

Excused:

Next Meeting: February 12, 2018 7:00 pm 3 Jean Rd. Somerset NJ

Minutes: Motion by Cyndee, 2nd Alisha to approve Minutes from January meeting with minor edits.

OFFICER REPORTS:

President's Report:

Secretary's Report:

- Rhonda will continue meeting with outgoing secretary to further transition.
- Review of Board member and committee document. Secretary asked that all correspond with any additions or resignations during the year.
- Secretary requested that all areas provide reports prior to the next meeting so that they could be circulated with the next agenda.

Treasurer's Report:

- Treasurer will be meeting with accountant to review books and prepare for tax filing.
- Gentle reminder to Pools & Grounds to contact American Pools for a quote on cover and anchor repairs.
- The check for dolphin repairs has been cashed. (President reported that the dolphin had been picked up from the vendor and is stored off site until the season begins).

STANDING COMMITTEE REPORTS:

Pools and Grounds:

- Dave received an email from Pete at American Pools. The replacement cover would cost approximately 8-10K. Anchors need replacement at diving well area.
- Dave also reached out to another vendor to request a quote. A verbal response also put the replacement cost at 8-10K.
- Dave requested a listing of current vendors for Pools & Grounds. (Kathy will run a check register report listing current vendors)

- Dave replaced the heater in the pump house and cautioned that he was not sure how of the life span of the heater. He will monitor. So far the temperature had not been below 42 degrees fairenheit.
- Dave checked on the status of the sump pumps and found that a circuit breaker had tripped. He switched it on and the pump seemed to be functioning properly.

Operations:

- Scott Burd (Manager) was not able to attend the meeting this evening. Cyndee will reach out to schedule for the next meeting. She will be meeting with Scott to review letters of intent for returning staff and salary schedules.
- Treasurer provided a copy of the Garden State contract for execution.
- Snack Shack discussion. Profits from the snack shack averaged approximately \$980 over the past three years. The past season had the lowest profit in the past three years and the Treasurer reported that the vendor did not provide payment on the percentage of profits in a timely or consistent manner during the past season. He did however provide significant cleaning and the replacement of the flooring in the snack shack. There was discussion of the various vendors from the past several seasons and the service level to the club. The costs for electricity from the meter labeled Snack Shack showed there was little difference in the cost whether the snack shack had a vendor, or if a vendor truck was utilized. The meter labeled snack shack may have other areas of the club attached and therefore may not be able to have a direct correlation to the shack and the energy costs associated with its operation.
- Cyndee will reach out to Kevin Merges to discuss options on solar energy and its possible use at the club. Kristin will also do some research on what may be involved in bringing solar to CHC. This project is thought to be ongoing with no action for the upcoming season.

Membership:

- Alisha and Kristin met with the previous membership chair. She provided a review of the database.
- Kristin, Alisha and Joann will be calling into an e-Soft training webinar next week.
- The Treasurer cautioned that Alisha will have to have the credit card turned on prior to sending membership information to allow for proper registration.

Special Events:

- CT BBQ truck is lined up for the BBQ event for this season.
- Todd will investigate caterer options for the lobster bake. Lobsters were purchased from ArChar in the past.

By-Laws:

- Report for By-Laws regarding membership were attached to Agenda and consulted for membership categories in this meeting.

Grievance:

- No Grievances were received.

Nominating:

- Todd VanBevren volunteered to chair the nominating committee. It was suggested that he consult the By-Laws to recruit members for the committee; and to get started with meetings early in the season to identify potential candidates.

Policy:

- No Report

Publicity:

- No Report

AD HOC COMMITTEE REPORTS:

Swim Team:

- The swim team committee will meet 1/30; several new members have been recruited.
- The team suit has been discontinued. A new option will be identified at the meeting.
- Rhonda will continue to work with Jim to provide a smooth transition.

Cell Tower:

- No Report. Cyndee will reach out to the committee chair, George Wade for an update at the next meeting.

NEW BUSINESS:

- Establish dues for membership for 2019 season
 - Voting – Motion by Cyndee, 2nd Jim to maintain annual dues at \$775.00. 7 in favor, 2 opposed. Motion passed.
 - Associate – Motion by Cyndee, 2nd Todd to keep associate membership fee at \$250.00. All in favor. Motion passed.
 - Special – Motion by Cyndee, 2nd Todd to keep special membership fee at \$200.00.
 - Postmark Date Late Fee. Motion by Cyndee, 2nd Kristin to increase each level of late fees by \$25.00. 8 in favor, 1 opposed. Motion passed.
 - after March 1st from \$ 50.00 to \$75.00.
 - after March 15th from \$ 75.00 to \$100.
 - after March 31st from \$100.00 to \$125.00
 - after April 15th from \$125.00 to \$150.00
 - after April 25th from \$150.00 to \$175.00
- Work bond \$110. Motion by Jim, 2nd Kristin to increase the work bond fee to \$125.00. 7 in favor, 2 opposed. Motion passed.

- Membership chair will inform membership in writing by 2/1.
- Number of bonds for 2019 season. Not considered.
- Motion by Treasurer, 2nd Cyndee to reissue “stale payroll” checks identified by PayChex minus \$30.00 service fee from BOA account. All in favor. Motion passed.

Managers:

- Letters of intent – lifeguard staff. (Effective January 1, 2019 the New Jersey minimum wage rate is \$8.85 per hour.) Need to update schedule of wages for 2019 and any changes from 2018.
- Swim Team: Swim team chair to schedule meeting with coaching staff to determine schedule of practices (availability of coaching staff) and communicate with managers for calendar.

Adjourn: Motion by Cyndee, 2nd Todd to adjourn 9:10 pm.

ACTION ITEMS:

- Alicia notify Leave of Absences by February 15th
- Alicia will send the flyer about CHC for local companies interested in renting CHC for corporate parties to board members.
- Alicia, Kristin will schedule additional meeting with Gwen to review and update any changes in membership database.
- Dave to identify installation of cameras.
- Cyndee will continue to work with PayChex to obtain credits for post season charges.