

# Cedar Hill Club Board of Trustees

## Board of Trustees Closed Meeting Minutes December 05, 2018 3 Jean Road Somerset, NJ

**Call to Order: 7:12 PM**

Attending: Alisha Uccardi, Kathy Vladyka, Cyndee Wolff, Todd VanBeveren, Jim D'Ambrosio, Joann Urban (late arrival), Dave Cocuzza, Rhonda Breen-Simone

Excused:

Next Meeting: January 8, 2019 7:00 pm 3 Jean Rd. Somerset NJ

Approval of Minutes: Motion to approve October General Membership, October BOT and November meeting minutes by Jim D'Ambrosio, 2<sup>nd</sup> Alisha Uccardi. Motion passed.

### **OFFICER REPORTS:**

#### President's Report:

- Suggestion to have Manager be in charge for coaching staff for clocking in and out; use disciplinary steps for all.
- Transitions – Alicia is working on setting a date to connect with the outgoing Membership chair; Alicia reached out to a former Membership chair to get some guidance. Alicia will continue to reach out to outgoing Membership chair.
- P&G – Dave has touched base with Nate. A member of the P&G committee reached out to Dave via email
- Swim/Dive – transitions meeting with outgoing and incoming chair occurred; the swim/dive committee is scheduled to meet.

Meeting dates: The second Tuesday of each month has been determined as the schedule for BOT meetings.

#### Secretary's Report:

- Correspondence will go out to the Pools and Grounds chair.
- George Wade is responsible for turning off the Wi-Fi and turning it back on in Spring '19.
- Rhonda needs to collect the keys from the outgoing Secretary.

#### Treasurer's Report: Attached.

- Review of budget.
- Treasurer asked that all define any areas needed to be added for the budget.

### **STANDING COMMITTEE REPORTS:**

#### Pools and Grounds:

- A member of the committee sent an email to report on a visit to the pool. A member inspected the springs around the pool cover and screwed down a number of anchors that were loose. American Pools was contacted and

estimated that replacement anchors would be approximately \$650. The member advised that a quote for a replacement cover for the main pool should be obtained. He also reported that the heater in the pump house was not functioning properly.

Operations:

- Will invite Scott Burd to attend the January meeting.
- New lockbox has been installed on the gate at the upper lot. Password is . This is to be shared only with P&G, vendors as identified by P&G and/or maintenance, Managers and BOT.
- Dolphin has been repaired (Todd volunteered to pick up Dolphin from Downington, PA vendor).
- Joann does not have a set of keys (Ken and Gwen may still have their keys to transition).

Membership:

- No Report. Suggestions by former members to continue on the committee were accepted by the board. Alisha will reach out as chair. Paul Cazzazza has offered to help on membership with regard to building the swim team.

Special Events: No Report

Finance:

- Officers met at the Bank of America to transition signature authority. Signature authority was also transitioned at Regal Bank.

By-Laws & Rules:

- By-Laws for removing a board member were provided.

Grievance: No Report

Nominating: No Report

Policy: No Report

**AD HOC COMMITTEE REPORTS:**

Swim Team: No Report

**NEW BUSINESS:**

- Maintenance Contract – the maintenance manager contract was reviewed by the board.
  - Motion by Cyndee, 2<sup>nd</sup> by Todd. Delete on page 1, #1 “you will be paid ....” To ... “300 hours”. Insert “You will be paid” New language reads: “You will be paid \$7500.00 for the seasons in the capacity of Maintenance Manager. The season runs from march 1<sup>st</sup> to October 31, 2019.” Motion passed.
  - Motion by Jim, 2<sup>nd</sup> Alicia to delete “these hours” from line 3, item 12 under Responsibilities section. New language is “Payment for this work outside of the club payroll period (May to September) will be prorated equally in the seasonal payroll.” Motion passed.
- Three people applied to the Maintenance Manager position. Gavin Winnicki, Art Toolles and Nathan Cogdill. Cyndee reported on the interviews and recommendations from the committee. Motion by Todd, 2<sup>nd</sup> Jim to offer the contract to Nathan Cogdill. Motion passed. Secretary will send offer to Nathan Cogdill.
- Vacant board position.

- Motion by Cyndee to appoint Kristin Greenstreet to vacant board position.  
2<sup>nd</sup>. Alisha. Motion passed.

**Adjourned:** Motion to adjourn by Rhonda, 2<sup>nd</sup> by Cyndee 10:03 pm. Motion passed.

**ACTION ITEMS:**

- Operations will send letters of intent.
- Rhonda will send offer letter to Nate Cogdill.
- Alicia will send the flyer about CHC for local companies interested in renting CHC for corporate parties to board members.
- Alicia will meet with Gwen to review and update any changes in membership database.
- Dave will get quote from Trezza for the sump pump replacements (lap pool and baby pool locations).