

**Cape St. Claire Swim Club Monthly Meeting Minutes  
October 12, 2023**

**Present:**

Lori Graf	Jeff Haines	Lucy Keatts
Sara Corcoran	Lindsey Hammond	Fran Bray
Adam Cannevazzi	Leslie Dougherty	

**The meeting was called to order at 7:06 pm. (virtual meeting)**

Motion: To approve the minutes from the September meeting. The motion was seconded. Result: The motion passed unanimously.

**Treasurer:**

1. \$40,000 better than budget. Last year at this time we were \$28,000 better than budget so we're doing better than last year
2. Still have some money to spend- will make the last payment to Ace Aquatics
3. Will have some landscaping expenses
  - a. About \$3,000 total in expenses
4. All paid with Peddicord
5. Possibility of moving money around based on our discussion
6. Draft budget in November and approve
7. budget in December
8. Other monthly expenses?
  - a. Pest control
  - b. WiFi
  - c. Dumpster
9. The membership budget last year seemed to work well and the number of leases
10. Guest passes were down this year- 2022 bought in 909, this year 753
11. Any way to invest the capital fund?
  - a. Lori will go into PNC Bank to talk to them about a CD
12. Lori does not think we need to raise dues as of now to pay for any of our projects and anything that needs to be purchased

**President:**

1. Jeff contacted the pool management company to start winterization of the pool. Will start in 2-3 weeks. Building and Grounds should let Jeff know if they need the water on for any projects
  - a. Pool management company is saying that by the time they put the pool pucks in the water was already green
  - b. Chlorine issue on the last day was fixed over the phone
  - c. We should let them know in the future if we have any feedback with the guards
  - d. Minimum wage is increasing next year to \$15- we are currently contracted at \$14 per hour. Jeremy will be in touch with us about that. Lori asked if that conversation can be had before our November meeting since this will affect our budget.

**Vice President:**

- 1.

**Membership:**

1. Sarah and Lucy met to go over all of the membership procedures
2. Lucy is still getting the Membership emails but switching over
3. Lucy and Sarah have started reaching out to people on Membership Marketplace listed as interested in buying the remaining bond. Many have moved or their phone number has changed because the list goes back to around 2001. She is deleting folks from the list as she finds people who have moved or are no longer interested.
4. Can the Google Form for leasing/ buying be moved up from the bottom of the page for people to fill out who are interested?
5. No new transfers
6. Can the application document for the club lease be removed from the website? Interested people should put their name on the Marketplace leasing list and the board will contact them with the form if they are to be offered a lease. All club leases are offered on a first-come, first-served basis based on the list. Would be good to put something in red at the top of the page on the website noting that the leasing list will be cleared on August 31 each year and opened for the following season on September 1st of the year prior.

**Building and Grounds:**

1. Fran took a final inventory of supplies to update the spreadsheet for next year and will let Lori know what needs to be purchased.
2. Fran will look into a different soap dispenser because the ones there currently keep breaking
3. Has talked to 3 people to give an estimate to remove bamboo and to clean up the back left part of the fence. Fran will meet Scofield tomorrow and Arundel Tree next week and will let us know.
4. Cameras will be ready to roll this week. Fran needs keys to the swim shed- she will get it from Lucy or Leslie so that Bob can check the electrical for a light he is going to hang that angles down towards that end of the pool. We should try to take down the WiFi extender to see if they work without it because Adam doesn't think it is weatherproof. Adam took it home all last winter.
5. Fitzsimmons is coming to give an estimate on the fence- replacing portions of the fence that line the path up to where the gate is and where there is ground erosion. One line item will be to replace the gate itself and one line to replace parts of the fence to make it taller toward the front of the property. Fran will try to have 3 estimates for all of this.
6. For next year- estimates for spring clean up, pest control, and beautification. Do we want to get an estimate for a handyman for some fresh paint, rotting wood replacement, etc.? Also, do we want to buy 3 more umbrellas? We have brand new umbrella stands in the shed that aren't being used. We should also discuss a freestanding changing cabana.
  - a. Fran can look online to find umbrellas that are cheaper- current ones are about \$500 each. Maybe not auto-tilt?

**Social:** None this month

### **Volunteers/Communications:**

1. Cameras that we are installing do need to have WiFi. What is the monthly cost for the WiFi? Fran can include it in the list of what to account for next year. \$200 per month- not a basic home internet and also includes the landline.
  - a. We can check to see if we can pause service to the landline when we aren't using it but need to keep the WiFi for the cameras
2. Adam will discuss the sponsorship letter that was drafted at our next meeting

### **Aquatics:**

1. Lucy and Leslie are meeting to onboard Lucy, discuss processes, and needs and divide responsibilities
2. GASL meeting for the league is coming up this month on the 19th. Leslie will attend. Lucy will be signed up to be a team rep
3. The starter system- Kristin will let Lori know ASAP which one she wants to buy so that it can be added to the budget
4. All swim team stuff is winterized at the pool. Shed is shut tight for the winter. Lucy needs key

### **Special Committee Report: Long-Term Planning**

1. A special committee we talked about establishing to discuss bigger capital expenditures. Fran can own this.
  - a. Put together a comprehensive survey to members to send out by the end of the year
    - i. Communications
    - ii. Membership
    - iii. Policies and processes
2. Before next meeting, create a Google Doc to add in questions that we want to ask members
  - a. What are some amenities you would like to see at the pool if money was no object?
  - b. Would you like a splash pad instead of a baby pool?
  - c. Would you like an added deck over by the diving board?
  - d. Are there volunteer opportunities you would be interested in? Maybe keep this separate and do closer to the season. We can't assess a fee if someone doesn't volunteer. We would have to roll it into the dues. We can also say that we take donations! We should also have an entry fee for every social event.

### **Unfinished Business and General Orders:**

1. CapEx Allocation (\$10K?)
  - a. \$26,000 above where we were last year
  - b. Lori would like to put \$10,000-\$20,000 in for this year, especially for the long term plans we are thinking about. We can always take it out if we need to.
  - c. Move to put \$20,000 in this fund. Motion is seconded. Motion approved.
2. Cameras: Fran will get them installed and figure out WiFi
3. Bamboo Removal: No estimates to vote on yet. Fran will have them by the next meeting for us to approve.

4. Board-led Winterization
  - a. Jeff will go to the pool to check the hose components and take them apart for the winter.
  - b. Anything else that Ace will not take care of?
    - i. Nothing that we know of as of today.
5. Email Address Setup
  - a. Last year we combined roles and they shared email accounts. However, this has caused issues because people are missing emails.
  - b. We pay per user per year and that number is going up.
  - c. This also gives everyone their own Google Drive account
  - d. Membership uses Google Workspace quite a lot and has many folders in their own Google Drive to manage
  - e. General consensus is that everyone wants their own email
    - i. Buildings and Grounds- fine to share
    - ii. President
    - iii. Vice President
    - iv. Aquatics- fine to share
    - v. Treasurer
    - vi. Secretary
    - vii. Communications can share with volunteers
    - viii. Social
    - ix. Membership
  - f. Lucy is still on the Membership email account

**New Business:**

1. Next steps for long-term planning committee
2. Any more money that we want to spend this year- we need to decide ASAP and let Lori know as opposed to waiting until next year
  - a. Once we take out the \$20,000 for CapEx, we will have about \$20,000 left for projects and things we want to do.
  - b. Starter for swim team- about \$5000
3. Tree situation- remove the tree in the parking lot and two poplar trees closest to the retaining wall and dogwood growing between them. If they fall over into the pool, the season would be over. Also, looking into grinding the stumps that are up on the hill because they collect water. Jeff recommends calling Elite Tree Care and Green Holly Arborists to get estimates for this.

**Announcements:**

1. The next board meeting will be November 9, 2023 and will be virtual as well.
  2. December 14, 2023 meeting will be at the clubhouse. Lori will make sure there is not an issue.
- Motion to adjourn. Motion seconded. Meeting adjourned.