

# **Minutes of the December 2025 Cape St. Claire Swim Club Board of Governors Meeting**

**Tuesday, December 16, 2025 – Della Notte**

## **Present**

1. Governor Lindsey Hammond, Vice President
2. Governor Lori Graf, Treasurer
3. Governor Jeff Haines, Secretary
4. Governor Keri Morris, Membership Chairperson
5. Governor Leslie Dougherty, Aquatics Co-Chairperson
6. Governor Amber Herr, Aquatics Co-Chairperson
7. Governor Adam "Thor" Harris, Capital Planning Chairperson and Buildings and Grounds Co-Chairperson
8. Governor Sharon Sandoval, Social Chairperson
9. Governor Cara Malfi, Marketing and Communications Chairperson

## **Call to Order**

- Governor Hammond called the meeting to order at 6:55 p.m.

## **Minutes and Financial Statements**

- The minutes of the November monthly Board meeting were reviewed.
- A motion by Governor Harris to approve the November Board meeting minutes passed unanimously.
- Governor Graf reviewed the Club finances. There were minor scheduled expenditures in November.
- Governor Graf will complete a financial analysis showing 2025 end-of-year balances compared to the previous year and where major investments were made throughout the season.
- Governor Graf will schedule an intermediate meeting to review the finances in detail to help the Board prepare for budget approval in January. Board members should calculate needs for their committees.
- Governor Graf has confirmed our mailbox is paid and is in service.
- A motion by Governor Haines to approve the November 2025 financial report passed unanimously.

## **Officer and Committee Reports**

### **President**

- No update.

### **Vice President**

- Governor Hammond signed the contract with American Pool, LLC which is in effect through the end of 2027 season.

- Governor Hammond confirmed that the wading pool pump was replaced in spring 2025 by American Pool. American Pool recommends updating the external wading pool plumbing in 2026. Governor Hammond will review the quote.
- Governor Hammond will let American Pool know that we referred Indian Hills Swim Club as their customer.

## Secretary

- No update.

## Membership

- Governor Morris is still awaiting updated paperwork for one pending membership transfer.

## Buildings and Grounds and Capital Improvements

- Governor Kempton provided an update on Countryside Lawn & Landscape's autumn cleanup. He winterized the outdoor electronics.
- Governors Kempton and Harris will look into filling cracks in the pool decking.
- Governor Harris recommended all Board members review the action plan provided within the 2025 Capital Reserve Study recommendations. He highlighted a few potential quick wins to significantly improve pool aesthetics.
- Governors Harris and Malfi presented a concept for potential pool deck boundary enhancements for further review and discussion in January.
- Governor Harris recommends that CSCSC invite the Cape Conservation Corps (CCC) to present their ideas for potentially enhancing the trail alongside CSCSC property at the February Board meeting.
- For potential future capital improvement consideration, Governor Harris will work with Anne Arundel County to review opportunities to leverage public utilities at our facility.
- Governor Kempton will look into retrieving our BGE invoices.

## Aquatics

- Governor Dougherty reviewed needs for Swim Team storage. Governors Harris and Kempton will help the Aquatics team review options and install storage in an appropriate location that meets CSCSC, County, and CSCIA requirements. The Swim Team operates its portion of the budget independently and does not currently require approval for capital expenditures.

## Social

- Governor Sandoval is working to confirm music performances for the beginning of the 2026 season.
- Governor Sandoval entertained ideas about potential social activities.

## Marketing and Communications

- Governor Malfi presented four logo concepts for CSCSC review. Further review will take place at the January meeting.

## **Old Business**

- Governor Bray continues to pursue a solution with the Cape St. Claire Business Lot Owners Association to regain access to the trash compactor so the Club will not need to maintain a separate on-premises dumpster.

## **New Business**

- No new business.

## **Adjournment**

- The January Board Meeting was rescheduled to Thursday, January 15, 2026 at 7 p.m. at the CSCIA Clubhouse.
- A motion by Governor Harris to adjourn the meeting passed unanimously.
- The meeting was adjourned at 8:49 p.m.

# Cape St. Claire Swim Club, Inc.

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - December 2025

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4000 Earned revenues		0.00	0.00	
4025 Membership		50.00	-50.00	
4026 Membership annual dues-Members	145,000.00	145,000.00	0.00	100.00 %
4027 Annual Dues - Leases	20,145.00	13,940.00	6,205.00	144.51 %
4028 Guest Cards	3,759.00	3,885.00	-126.00	96.76 %
4029 Sitter Pass	900.00	600.00	300.00	150.00 %
4030 Late Charges	2,500.00	0.00	2,500.00	
4031 Membership Sales	150.00		150.00	
<b>Total 4025 Membership</b>	<b>172,454.00</b>	<b>163,475.00</b>	<b>8,979.00</b>	<b>105.49 %</b>
4050 Aquatics		0.00	0.00	
Swim Lesson Income	482.70	581.00	-98.30	83.08 %
Swim Team Income	34,168.85	32,755.77	1,413.08	104.31 %
Dolphin Cafe	4,623.71	3,275.00	1,348.71	141.18 %
Registration		0.00	0.00	
Swim Team	0.00	889.00	-889.00	0.00 %
<b>Total Registration</b>	<b>0.00</b>	<b>889.00</b>	<b>-889.00</b>	<b>0.00 %</b>
<b>Total Swim Team Income</b>	<b>38,792.56</b>	<b>36,919.77</b>	<b>1,872.79</b>	<b>105.07 %</b>
<b>Total 4050 Aquatics</b>	<b>39,275.26</b>	<b>37,500.77</b>	<b>1,774.49</b>	<b>104.73 %</b>
4090 Social Income		0.00	0.00	
Private Party - Guests	2,350.00	1,625.00	725.00	144.62 %
<b>Total 4090 Social Income</b>	<b>2,350.00</b>	<b>1,625.00</b>	<b>725.00</b>	<b>144.62 %</b>
4095 Misc Revenue	2,250.00	3,000.00	-750.00	75.00 %
5310 Interest-savings/short-term inv	784.68	1,208.91	-424.23	64.91 %
<b>Total 4000 Earned revenues</b>	<b>217,113.94</b>	<b>206,809.68</b>	<b>10,304.26</b>	<b>104.98 %</b>
<b>Total Income</b>	<b>\$217,113.94</b>	<b>\$206,809.68</b>	<b>\$10,304.26</b>	<b>104.98 %</b>
<b>GROSS PROFIT</b>	<b>\$217,113.94</b>	<b>\$206,809.68</b>	<b>\$10,304.26</b>	<b>104.98 %</b>
<b>Expenses</b>				
6560 Payroll Expenses	5,146.15	8,952.14	-3,805.99	57.49 %
Taxes	1,124.06	1,021.49	102.57	110.04 %
Wages	16,471.19	13,278.04	3,193.15	124.05 %
<b>Total 6560 Payroll Expenses</b>	<b>22,741.40</b>	<b>23,251.67</b>	<b>-510.27</b>	<b>97.81 %</b>
66910 Bank Service Charges	458.50	200.84	257.66	228.29 %
7200 Salaries & related expenses		0.00	0.00	
7240 Insurance	8,959.95	10,000.00	-1,040.05	89.60 %
<b>Total 7200 Salaries &amp; related expenses</b>	<b>8,959.95</b>	<b>10,000.00</b>	<b>-1,040.05</b>	<b>89.60 %</b>
7500 Other personnel expenses		0.00	0.00	
7501 Stipend	3,625.00	3,575.00	50.00	101.40 %
7520 Accounting fees	2,500.00	6,500.00	-4,000.00	38.46 %
7540 Pool Management	88,964.29	88,066.00	898.29	101.02 %
<b>Total 7500 Other personnel expenses</b>	<b>95,089.29</b>	<b>98,141.00</b>	<b>-3,051.71</b>	<b>96.89 %</b>

# Cape St. Claire Swim Club, Inc.

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - December 2025

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8100 Non-personnel expenses		0.00	0.00	
8110 Supplies	425.93	798.72	-372.79	53.33 %
First Aid		35.44	-35.44	
Guards		55.35	-55.35	
Swim Test Bands	423.35		423.35	
<b>Total 8110 Supplies</b>	<b>849.28</b>	<b>889.51</b>	<b>-40.23</b>	<b>95.48 %</b>
8130 Telephone & telecommunications	2,732.35	2,243.31	489.04	121.80 %
8135 Utilities	5,525.29	4,531.19	994.10	121.94 %
8140 Postage and Shipping	14.23		14.23	
8160 Equip rental & maintenance		46.61	-46.61	
<b>Total 8100 Non-personnel expenses</b>	<b>9,121.15</b>	<b>7,710.62</b>	<b>1,410.53</b>	<b>118.29 %</b>
8200 Occupancy expenses		0.00	0.00	
8210 Rent, parking, other occupancy	1,000.00	1,750.00	-750.00	57.14 %
8212 Permits		350.00	-350.00	
8215 Off Duty Police Coverage	500.00	1,000.00	-500.00	50.00 %
8230 Real estate taxes	472.05	783.41	-311.36	60.26 %
<b>Total 8200 Occupancy expenses</b>	<b>1,972.05</b>	<b>3,883.41</b>	<b>-1,911.36</b>	<b>50.78 %</b>
8400 Depreciation & amortization exp		7,106.00	-7,106.00	
8500 Misc expenses	324.03	106.14	217.89	305.29 %
8501 Social	2,443.94	1,545.45	898.49	158.14 %
8502 Software/MemberSplash	2,000.00	2,100.00	-100.00	95.24 %
8560 Outside computer services		0.00	0.00	
8561 Cape Pool Website	1,085.68	879.95	205.73	123.38 %
<b>Total 8560 Outside computer services</b>	<b>1,085.68</b>	<b>879.95</b>	<b>205.73</b>	<b>123.38 %</b>
8590 Other expenses	462.00		462.00	
Online Processing Fees	-1,925.70	-1,501.39	-424.31	128.26 %
Visa/MC Processing Fee	121.49		121.49	
<b>Total Online Processing Fees</b>	<b>-1,804.21</b>	<b>-1,501.39</b>	<b>-302.82</b>	<b>120.17 %</b>
<b>Total 8500 Misc expenses</b>	<b>4,511.44</b>	<b>3,130.15</b>	<b>1,381.29</b>	<b>144.13 %</b>
8550 Aquatics	600.00	0.00	600.00	
8554 Aerobics	600.00	400.00	200.00	150.00 %
8558 Swim Team	2,924.32	0.00	2,924.32	
Banquet	109.02	353.33	-244.31	30.86 %
Championship Registration	842.00	924.00	-82.00	91.13 %
Coach Supplies	297.02	422.06	-125.04	70.37 %
Concessions	227.90	1,990.00	-1,762.10	11.45 %
French Toast Fridays	394.30	634.75	-240.45	62.12 %
Insurance		0.00	0.00	
Athletes	2,547.24	3,209.63	-662.39	79.36 %
<b>Total Insurance</b>	<b>2,547.24</b>	<b>3,209.63</b>	<b>-662.39</b>	<b>79.36 %</b>
League Dues	250.00	250.00	0.00	100.00 %
Other	325.92	3,607.86	-3,281.94	9.03 %

# Cape St. Claire Swim Club, Inc.

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - December 2025

	ACTUAL	BUDGET	TOTAL	% OF BUDGET
Ribbons, Awards, Team Gifts	2,704.45	859.04	1,845.41	314.82 %
Suits, Googles, Caps, T-Shirts	8,753.57	8,668.19	85.38	100.98 %
<b>Total 8558 Swim Team</b>	<b>19,375.74</b>	<b>20,918.86</b>	<b>-1,543.12</b>	<b>92.62 %</b>
<b>Total 8550 Aquatics</b>	<b>20,575.74</b>	<b>21,318.86</b>	<b>-743.12</b>	<b>96.51 %</b>
8571 Maintenance	10.60	0.00	10.60	
8572 Grounds	1,752.37	245.23	1,507.14	714.58 %
Landscape / Trees / Mulch / Gravel	2,717.96	5,577.23	-2,859.27	48.73 %
Lawn Service mowing & leaf removal	12,171.00	6,521.00	5,650.00	186.64 %
Pool Deck, Walls, Pavilion, Cabanas, Umbrellas	8,479.41	5,620.88	2,858.53	150.86 %
<b>Total 8572 Grounds</b>	<b>25,120.74</b>	<b>17,964.34</b>	<b>7,156.40</b>	<b>139.84 %</b>
8573 Repairs		2,412.95	-2,412.95	
Electrical including pool lighting	700.00		700.00	
Pool Repairs, Parts, incl. plaster	3,715.82	5,417.28	-1,701.46	68.59 %
<b>Total 8573 Repairs</b>	<b>4,415.82</b>	<b>7,830.23</b>	<b>-3,414.41</b>	<b>56.39 %</b>
Cleaning Supplies	766.90	327.01	439.89	234.52 %
Tools & Supplies, Locks & Keys		10.60	-10.60	
<b>Total 8571 Maintenance</b>	<b>30,314.06</b>	<b>26,132.18</b>	<b>4,181.88</b>	<b>116.00 %</b>
8600 Business expenses	4,450.00	5,000.00	-550.00	89.00 %
8602 Bank Charges	141.77	191.22	-49.45	74.14 %
<b>Total 8600 Business expenses</b>	<b>4,591.77</b>	<b>5,191.22</b>	<b>-599.45</b>	<b>88.45 %</b>
<b>Total Expenses</b>	<b>\$198,335.35</b>	<b>\$206,065.95</b>	<b>\$ -7,730.60</b>	<b>96.25 %</b>
<b>NET OPERATING INCOME</b>	<b>\$18,778.59</b>	<b>\$743.73</b>	<b>\$18,034.86</b>	<b>2,524.92 %</b>
Other Expenses				
9800 Fixed asset purchases				
9830 Capital purchases - equipment	879.50		879.50	
<b>Total 9800 Fixed asset purchases</b>	<b>879.50</b>		<b>879.50</b>	
<b>Total Other Expenses</b>	<b>\$879.50</b>	<b>\$0.00</b>	<b>\$879.50</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>\$ -879.50</b>	<b>\$0.00</b>	<b>\$ -879.50</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$17,899.09</b>	<b>\$743.73</b>	<b>\$17,155.36</b>	<b>2,406.67 %</b>