**Colony Swim Club**

**Board of Directors Meeting Minutes**

**February 24, 2016**

**Box Bar, Plymouth, MI**

**Attendance**

Matt Hirvela – Personnel Jim Voss – Pool & Equipment

Jason McMann - Secretary James Walewski - Building

Mark Pierzecki - Treasurer Angelene Welton - Membership

Steve Schwinke – Vice-President ~~Tom Wiseman – Grounds~~

Corrin Stamatakos – President

**Members In Attendance**

Melissa Uhl, Linda Kissman, Cindy Marsac, Tom Maslyk, Robin Maslyk

**Call to Order**

* By President, Corrin at 7:07 p.m.
* Motion made by Mark and seconded by Angelene to approve the January 20, 2016 Board Meeting minutes. All approved.

**League Meet: Melissa**

Working sponsorships for League Meet. Currently under target, but continuing to reach out to community and to the membership. Food trucks are secured to provide breakfast, lunch, and snacks. We will receive 5% of money received by the trucks. We are finalizing quotes from vendors for equipment and expected volunteer needs. We have logos for the program and t-shirts ready. Nothing new needed from the board. We need to solidify dates for the parent meeting and coaches meeting. Will coordinate with Corrin.

Corrin: Could add blurb in upcoming communication to membership regarding personal sponsorships.

**Treasurer: Mark Pierzecki**

Mark presented a preliminary Budget vs. Actuals for FY2016. This is still under review by our CPA and subject to change.

**Pool – Jim Voss**

Received opening quote from Aquatics Source. Getting bottom finishing project and cover projects moving again. Equipment wise, pump is 3 years old, filters are nearly brand new, we are not expecting any large additional expenses. Winter not being very hard hopefully will help. Have not yet confirmed a date for pool opening, but will probably be around the 3rd week in April. Will lock in soon.

**Grounds - Tom**

Corin provided update.

**Membership: Angelene Welton**

In the middle of invoicing and extending offers to wait list members. Have added 20 new families and removed 31 total from the wait list. There has been one complaint related to price increases. Process is going smoothly.

**Secretary – Jason McMann**

Made some updates to the website based on feedback from the last meeting and to reflect 2016 membership information. Working with Carrie Weber to setup location for League Meet pages. Will be making changes to move colonyswimclub.com DNS from hostmysite.com.

**Vice-President: Steve Schwinke**

Have created an abridged version of the Operations Manual for posting to the general membership. Plan is to keep both versions of the manual up to date, but provide the abridged version for primary consumption by the membership. We will still make the complete copy of the version of the manual online.

Tom Maslyk: Review the first 30 pages of the complete operations manual. This information is important and should be kept.

Board will review proposed changes and edits before posting to the website.

Linda: Can a member ask for a copy of an incident report that can be submitted to the Board?

Corrin: Yes. Will clarify some of these policies and changes over the last few years. Members should be able to submit incident reports or membership communication to the Board. This will be submitted to the President of the Board.

**Building: James Walewski**

Lost some ground on the schedule, but still on track because of buffer. All electrical and plumbing was done as of last meeting. Cinder block walls and floor have been ground down to concrete. Tomorrow remaining walls will be installed. Tile will begin to be installed next week. Contractors will purchase remaining materials and will be reimbursed. External doors not ADA compliant and require push doors that open out. This is the largest unexpected expense. Interior grade will need to be brought up to threshold. This is problematic for the front doors due to the doors to the basement. ADA work will probably be an additional $6,000. City required valves in basement to be replaced, which needed to be done away.

Walls will have full tile in shower area, ceiling to floor. Remaining areas will have tile about 5 feet high with the same tile. Above that will be a skim coat on the cinder block with a thin layer concrete stain.

We are currently on budget for the project.

**Personnel: Matt Hirvela**

Planning interviews after March 13th or 26th. We have 11 solid applicants. 3 guards from last year were not asked to return. Additional 3 will not be returning. We will likely hire 4/5 new guards. All head guards are planning to come back. Need to figure out how and when to do guard recertification.

Corrin: It’s good to note that we do have high standards for guards, and demonstrated by not asking some lower performing guards to return.

**Membership Forum**

Robin: Question about the grandparents privilege and whether grandchildren need to be present or any member.

Board agrees that Grandparents are allowed to visit the club with a club member, even if the grandchildren are not present. Will make sure that communications reflect this.

Robin: Suggest reaching to other clubs for League Meet sponsorships. Would like a file for reimbursement and invoices related to invoices.

Mark: There is comprehensive tracking of all receipts from the league meet. Charges and vendors are being worked on with other clubs from year to year, we have the last 2 years of expenses.

**President: Corrin Stamatakos**

Plan to send an early spring newsletter out soon. Working to find a swim meet coordinator for next year.

Motion by Jim and seconded by Steve to adjourn meeting. 8:47 p.m.

Respectfully submitted,

Jason McMann

Colony Swim Club Board Secretary