

**Colony Swim Club
Annual Membership Meeting Minutes
September 15, 2020**

Attendance:

Jason McMann - President	Benjamin Stubbs - Building
Robin Zdrodowski - Vice President	Brian Lilly - Personnel
Claudia Muncy - Treasurer	Celena Khatib - Membership
Corrie Sterzinger - Secretary	Jim Voss - Pool & Equipment
Terry Young - Operations Manager	Janeen Baird - Grounds

Committee Heads:

Terry Young - Operations Manager

Members in Attendance: Mark Pierzecki

Call to Order

- Meeting was called to order at 7:02pm by Jason McMann
- Jason made a motion to approve the August 19, 2020 meeting minutes; Celena seconded the motion; all present board members (McMann, Muncy, Sterzinger, Khatib, Lilly, Stubbs, Voss, and Baird) voted in favor, none opposed

Membership Forum - None

Committee Updates:

Operation Manager: Terry reported:

- Close down is 90-95% done; still need to take one shade structure down
- Started discussions with Claudia and Brian regarding staffing and positions for the next season

Board Member Updates:

Treasurer: Claudia reported:

- Presented the P&L v Budget through September 15, 2020
- Added an estimated YTD column to the report to start the process of looking at potential refunds to the membership; future expenditures that still need to be considered:
 - Paying staff bonuses
 - Replacing corroded water tank for \$1,600
 - Repairing the drain in the septic system for approximately \$3,000
 - Saving for potential extra costs for next season if still under COVID-19; this season's COVID related expenses were approximately \$5,000
 - Increasing membership dues or the capital improvement fees; discussed using any potential credit to offset an increase the first year
 - Tabled membership refunds/credit discussion until final costs are better known
- Discussed bonuses for staff; staff bonuses are generally based on guest fees and there were no guest fees this season; items considered: shorten season, limited capacity, and extra risks assumed
 - Brian made a motion to allocate \$3,000 to staff bonuses, which would be allocated to staff based on hours worked; Jim seconded the motion; all present board members (McMann, Zdrodowski, Muncy, Sterzinger, Khatib, Lilly, Stubbs, Voss, and Baird) voted in favor, none opposed

Pool: Jim reported:

- Aquatic Source is set to close the pool; closing is scheduled for September 29, 2020
- Terry fixed a solenoid valve failure that happened the last few days the pool was open
- Terry reported he backwashed the sand tanks

Building: Ben reported:

- Building closed for the season

Grounds: No Report

Personnel: Brian reported:

- Working with Terry to schedule exit survey and reviews for staff
- Working on staffing levels and needs for next season to determine hiring needs
- Colony is losing its LGIs for next year due to staff moving on; Club pays \$250 towards the class and needs about 3 people with that certification
- Jason thanked Brian and Terry for a great and consistent 2020 season

Membership: Celena reported:

- There are 245 families on the waitlist
- One termination so far; there is a new termination form on the Club's website to streamline process
- Discussed capacity limits for next season; if Club does use reservation system, management team will need to address no-shows:
 - Consider upping the number of reservations allowed per time block to accommodate for no-shows
 - Consider a three strikes policy - penalty could be member loses one week of reservations or loses one week of same-day call-ins
 - Further discussion tabled

Secretary: Corrie reported:

- Planning on emailing the closing newsletter to the membership by the end of September
- Robin will create a closing survey that will be included in the newsletter

Vice President: Robin reported:

- Master Plan Update: GMA and James Gray from VVLA proposals were the two main contenders
 - Both bids were \$6,500 - cost includes two concept drawings and a estimated budget of \$200K over 2-4 years
 - GMA has a lot of experience but projects tend to be a bigger scope
 - James Gray from VVLA (member of Colony) has had less experience than GMA but still had applicable experience; VVLA had more comprehensive proposal
 - Discussed how this type of project needs a Colony on-site project manager in addition to the landscape architect in order to make on-site decisions in an efficient and and effective manner and to save costs overall
 - Janeen mentioned we should insure the cost includes Colony has access to the CAD files so the file can reflect actual work as built
- Robin made a motion to approve the hiring of VVLA and giving Robin, as Vice President, executive power to enter into a contract and authorize payments to VVLA up to \$6,500 per the proposal dated 9/10/2020, contingent on Colony owning the final CAD files; Corrie seconded the

motion; all present board members (McMann, Zdrodowski, Muncy, Sterzinger, Khatib, Lilly, Stubbs, Voss, and Baird) voted in favor, none opposed

President: Jason reported:

- Board Positions: All existing board members expressed a desire to stay in their current position, leaving Janeen Baird the vacant Ground Director position, which she was willing to take over - plus her experience with construction projects would be a good addition to the to the Site Plan Project Committee, which the Grounds Director is a member of
- Jason made a motion to keep all the Director positions as is and have Janeen take over as Grounds Director; Board positions for 2021 season will be: Jason as President, Robin as VP, Claudia as Treasurer, Corrie as Secretary, Celena as Membership Director, Brian as Personnel Director, Janeen as Grounds Director, Ben as Building Director, and Jim as Pool Director; Corrie seconded the motion; all present board members (McMann, Zdrodowski, Muncy, Sterzinger, Khatib, Lilly, Stubbs, Voss, and Baird) voted in favor, none opposed

Jason made a motion to adjourn the meeting at 8:44pm. Corrie seconded the motion; all present board members (McMann, Zdrodowski, Muncy, Sterzinger, Khatib, Lilly, Stubbs, Voss, and Baird) voted in favor, none opposed

Respectfully submitted,
Corrie Sterzinger
Board Secretary