

June 18, 2018

WCSC Meeting Minutes June 18, 2018

Location: WCSC 854 Waugh Chapel Road Gambrills, MD 21054

In Attendance:

Frank Varrone, President

Marci McElhaney, Snack Bar Manager

Beth Dy, Dive Team Rep

Candy Howerton, Front Desk Manager

Joe McCampbell, Facilities 2

Kathi Brandt, Secretary

Dave Mogel, Facilities

Shelli Stanley, Treasurer

Jessica Salim, Socials

Kelly Kotche, Communications

Danya Geckler, Member at Large

1. Meeting called to order at 6:38 pm

2. Managers Reports

Front Desk, Candy Howertown

Candy updated the BOD on discipline case.

Candy has been contacted by Erin Jordan who would like to hold swim lessons in the morning. The Board was fine with that as long as Erin signs an agreement concerning hours and fee to go to the pool. Her information as well as another swim instruction will be put on website.

Past practices concerning Water Aerobics were discussed.

Candy left the meeting at 6:44 pm.

Snack Bar, Marci McElhaney

Marci gave updates on the Snack Bar Business. Over \$8000 in sales so far. Employees are adjusting to routine and on the job training continues.

The snack bar will be using volunteers to help with the crab feast.

Beth will send the swim and dive meet schedule to Marci.

Joe asked Marci to instruct employees that nothing can be stacked on top of the freezers – it interferes with the operation. Joe also asked to make sure employees know to double check that freezer doors are closed.

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Socials/parties will need to use the freezer in the back room. The freezer in the Dive closet is for snack bar only.

Snack bar employees need to make sure the sink is wiped out during and at the end of the day.

Shelli asked that closing staff needs to follow the directions for envelope deposits.

Marci left at 6:55 pm.

3. Approval of Minutes

Frank motioned to approve June 5, 2018 minutes. Joe second. All are in favor.

4. Approval of Closed Meeting Minutes

Closed meeting minutes were passed out one at a time for: 3/5/18, 3/19/18, and 4/3/18.

Frank motioned to approve 3/5/18 Closed Meeting minutes, with the change of Beth Dy's vote from Nay to abstained. Joe second. All are in favor.

Frank motioned to approve 3/19/18 Closed Meeting minutes, with the change of Sales/Use Tax **2017**. All are in favor.

Frank motioned to approve 4/3/18 Closed Meeting minutes, with correction to clarify that Shelli requested credit card holders for 2015. All are in favor.

Kathi collected the copies of the closed meeting minutes.

5. Treasurer Report

Shelli passed out the monthly P/L. It was reviewed and discussed by BOD. Each director received a line item budget printout for year to date. Each director was able to review what has been spent and what remains of each that budget.

Party rentals/fees are going great. Insurance payment from claim against former Dive director has been deposited. Check for insurance claim for the tree and fence/tennis court damage has been received. Shelli will check into how to record the deductible that was taken out of the check.

6. Old Business

- a. Form 1 – has been filed.
- b. Video Training – Dave has to find conduit to run a few more cameras off the system. Password has been sent to Joe and Frank. Discussed the need for hard wire v wireless.

- c. Gate Keys – Gate Keys were handed out to Joe, Shelli, Kathi, Kelly, Jessica, Danya, Frank, and Dave. Dave gave a gate key to Frank to give to Tennis Instructor.

7. New Business

- a. SOP for mid drawer cutting – Snack Bar runs the same drawer the whole day and the employees are having rather large deposits at the end of the night. Shelli would like it cut mid day on weekends, holidays, and busy days. Danya will get into contact with Candy to see what/how front desk does it.
- b. Tiki Bar – Discussed availability/set up of the bar. Possibly limit Bar to special occasions – every weekend is too much for the Board to cover. The following dates were approved to obtain liquor licenses – July 3, 4, 6, 7, and 8.
- c. Non Members participating in Social Activities – Non members will have to pay a fee
- d. Extended hours – July 3 until midnight. Saturday July 14 and Saturday 21 until 11:00 pm.
- e. Suggestion Box – Joe would like to put up a suggestion box by the front desk to encourage/help communication with the membership.
- f. Vendors – discussed how anything over a certain amount the expectation will be to get multiple bids – just not facilities but socials/swim/dive, etc.
Joe motioned that any expenditure over \$2500, except when the operation of the pool or safety is in jeopardy, needs 3 quotes/bids. Kelly second. All are in favor (6).
- g. Tennis – No money has been received yet . Shelli reviewed past year information that was provided by the tennis instructor. The Board discussed several possibilities such as flat rate rent, class log, etc
Tennis Coach is not allowed to refuse member access during pool hours.
Frank and Paul will set up a meeting with Jim Lopez to discuss concerns and to get a contract.

Director Reports

Dive

First meet is tomorrow. Dive team is ready. Beth will need batteries for the cordless microphone. Beth also needs umbrellas for the judges. Joe and Dave will get them ready for the meet.

Facilities

Battery for handicap chair has been ordered and will be in this week.

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Pest control needs were reviewed and discussed.

Joe gave Master Key to Socials Director Jessica Salim.

Joe needs ideas to discourage jumping fences/rail in the pavilion into the pool area. He would like to get signs put up and perhaps a stern consequence – one day suspension for jumping fence/rail.

Slide is due in the next week.

Logs by the tennis courts still need to be removed.

Long Fence will be replacing the fence damaged by the fallen tree. Once measurements are done, it will take 2/3 weeks to get the fence in stock.

Socials

Crab Feast options – menu, dates, prices were discussed. Crab Feast is set for Saturday, September 8, 2018 to allow a friendlier price option.

Non members can attend if they pay guest fee and event fee.

Luau is set for August 18, 2018.

Jessica will be sending dates of future events in emails to Board

Member at Large

Danya clarified that Managers should be at the first monthly meeting of the Board during the summer months.

Communications

Kelly will update flyers with dates for upcoming liquor license application.

Kelly plans a newsletter to go out soon to include updates of sport meets.

Kelly also plans to list events on the whiteboard.

Next meeting will be held Monday, July 2, 2018 at 6:30 pm at WCSC. Dave motioned for meeting to adjourn, Joe second. Meeting adjourned at 8:48 pm.