



**Klahaya Swim & Tennis Club  
MEETING OF THE BOARD OF DIRECTORS**

**Minutes**

**Date/Time:** April 13<sup>th</sup>, 2010

**Location:** Linda Brons's house

Present: Dave Brengelmann, Robert Warren, Lyn Sherry, Linda Brons, Shelly Ehni, Laura Kalvoy, Ed Adams  
Scott Chapman

Also Present: Jeff McDowell, Julie Gaevert

**Regular Meeting of the Klahaya Board of Directors**

1. Call to Order: 7:06
2. Approval of Minutes:
  - a. Approved: March 2010 BOD Executive Session – minutes approved
    - i. One abstain
  - b. Deferred for approval at May meeting:
    - i. March Regular Meeting
    - ii. February Teleconference meeting
    - iii. Correction of Minutes: February 2010 BOD meeting
3. Approval of the Agenda: approved
4. Report of Board Members:
  - a. President's Report
    - i. Manager's Contract: Finalized, declined 3% increase, but did increase the \$ amount to match the increased assessment + taxes. Jeff & Dave will work to get signed document.
  - b. Vice President's Report
    1. Status of Tennis Contracts: Discussed budget and personnel
    2. Motion: Shelly Ehni – Move that salary for David approved, and Peter and Tristan offered at the board approved amounts
    3. Second: Ed Adams
    4. Vote: Unanimous
  - c. Secretary's Report: Most newsletter articles in, but those that are not, individual requests will be made. Newsletter will be completed, sent to board for approval, and sent ASAP.
  - d. Treasurer's Report:
    - i. All 2009 Initiation fees, dues & assessments have been paid
    - ii. 2009 Scrip – still coming in
    - iii. Credit memos for early payment of dues being sent. Incentive is effective.
    - iv. Credit card for manager – secured at \$2000 credit line
  - e. Facilities Report:
    - i. Pool is filled
    - ii. More repair on wading pool will be necessary

- iii. Boiler start up for next week.
  - iv. Pipe fittings in both restroom need minor repair, hoping it will be fixed at no cost
  - v. Pool cover ordered, may need deposit
  - vi. Looking for mats for restrooms
  - vii. Filters being started up, pool is relatively clean, chlorine going in
  - viii. Inventory of chairs/tables needed
  - ix. Pressure washing tennis courts (Jeff researching bids)
  - x. Landscaping materials – described using on other side of lot to provide screen
  - xi. All Star Pools: lien was removed, other than that owed
- f. Tennis Report:
- i. No report
- g. Swimming Report
- i. Status of Head of Swim Program Contract: Done
    - 1. Staffing:
      - a. LeAnn Dull
      - b. Julia Gentling
      - c. Others: in the process of setting up interviews – six applicants
      - d. Interviews on Sunday
  - ii. Team swimsuit: local vendor vs. custom frog vs. long distance vendor
    - 1. Ed is working with Sylvia's
  - iii. Master's Swim Program:
    - 1. Program will be staffed by LeAnn
    - 2. Will be scheduled during lap swim, am & pm
  - iv. Life guard uniforms – Jeff will speak to it
  - v. Speaker: two additional speakers – quote from American Music, same model = \$600 each, plus repair of one = approx \$1450.
    - 1. Motion: Lyn Sherry: authorize purchase of two speakers & repair of one, up to \$1500.
    - 2. Second: Linda Brons
    - 3. Vote: unanimous
  - vi. Ribbons: Ed will purchase old style ribbons to bring us up to an appropriate inventory.
  - vii. Lesson Schedule:
    - 1. Odd days that impact swim lesson schedule:
      - a. Session 1 – Issue: Last day of Edmonds School is after the first session should start. Pro-rate lessons to reduce fee to the value of one day for Edmonds school's students?
        - i. Motion: Linda Brons – Move to pro-rate for Edmonds students.
        - ii. Second: Shelly Ehni
        - iii. Vote: Unanimous
      - b. Session 2 – Issue: The 5<sup>th</sup> of July is often a family holiday and many people will be out of town.
        - i. Motion: Linda Brons – Move that we start Session 2 on 6<sup>th</sup> of July, and run from T-F
        - ii. Second: Dave Brenglemann
        - iii. Vote: Unanimous
      - c. Session 3 – Issue: End date is day of Northerns, and we will need all day for set up.
        - i. Motion: Lyn Sherry – Move that we keep the eight day session with Thursday of Northerns off, and an added lesson on that Friday.

- ii. Second: Robert Brengelmann
    - iii. Vote: Unanimous
  - 2. Northerns – Issue: It will take all day to prepare for Northerns.
    - a. Motion: Linda Brons – Move to close pool on Thursday, July 29<sup>th</sup>
    - b. Second: Dave Brengelmann
    - c. Vote: Unanimous
  - 3. Edmonds School District – Issue: Edmonds schools has inquired about use of the pool in September. This could be advantageous for both parties, and helpful in building and maintaining a positive relationship in advance of Northerns (this year) and All Cities (next year).
    - a. Motion: Scott Chapman – Move to authorize Ed to negotiate an agreement with Edmonds to rent the pool in the fall, with a goal that the rental fee cover costs.
    - b. Second: Robert Warren
    - c. Vote: Unanimous
  - 4. Swim Lessons – Issue: Finance committee has twice recommended that we open up lessons, with a delayed sign-up date, to wait list. Discussed maximizing our capacity and getting the best return on our staffing dollars, as well as opening up opportunities to build from the strength of our waiting list.
    - a. Motion: Lyn Sherry – Move that we open swim & tennis lessons to entire wait list with a delayed sign up date and an increased lesson cost.
    - b. Second: Dave Brengelmann
    - c. Vote: unanimous
    - d. (Linda will compare Yost, Mountlake Terrace)
    - e. Lyn will work with Shelly to contact people on the wait list to get emails and let them know of the change in policy.
- h. Membership Report:
- i. Sold three memberships, eight left to sell
  - ii. Called 26, 9 calls out now
  - iii. Six memberships have sold
  - iv. Sr. Membership:
    - 1. Summer project
    - 2. Present at Fall GM for vote ***if board decides to move forward***
    - 3. Subcommittee: Treasurer, Membership, President
- i. Activities Report:
- i. Calendar: constructed and shared, please provide revisions by program area
  - ii. PCC : Possible date of July 26<sup>th</sup> Kid’s choice visit: 11:30-1:00. This conflicts with swim meet, so may explore other dates.
  - iii. Adult Fundraiser: Issue(s) – How do we pull this off? How do we make the event attractive and allow for an appropriate adult function, that ensures kid safety too. Should we close the pool for the event? June 26<sup>th</sup> suggested as possible date. Do we do a fundraiser or not at this time? Would need committee support. Cannot provide a tax write-off
    - 1. Motion: Lyn Sherry – Move that we close pool for general use on the evening of the Adult Only event after lap swim
    - 2. Second: Shelly Ehni
    - 3. Vote: Unanimous
    - 4. Committee will move ahead
  - iv. Volunteers (see notes below)

- j. Concessions Report: none
5. Report of Staff:
- a. Manager's Report:
    - i. Goal of working on landscaping this year
    - ii. Getting costs on portable vacuum
    - iii. One neighbor is concerned about lights
    - iv. Staff:
      - 1. Changes: Leanne not coming back as assistant manager. Britta not coming back, looking for assistant manager
      - 2. Jeff will be hiring two assistant managers (assistant manager/lifeguards and assistant manager/maintenance)
      - 3. Board indicated support of offering positions
      - 4. Lifeguard
        - a. Eight lifeguards returning:
          - i. (Jeff will send list)
          - b. Four interviews for two open positions
          - c. Maintenance: lots of applicants, Jeff & new assistant manager/maintenance will examine list.
      - 5. Staff pictures – would like to post in the lobby
      - 6. Lifeguard uniforms: Board agreed Klahaya will provide shirts, staff will provide their own shorts/sweats, with a consistent look expected.
- b. Webmaster's Report:
  - i. Need info:
    - 1. Time Trials
    - 2. Ice-Cream social: needs to coordinate with tennis & swim
  - ii. Confirmed:
    - 1. Fees: Keep the same
    - 2. Morning practice starts the 24<sup>th</sup>
6. Recruitment of open Board Positions / Concessions discussion: Issue – How do we best fill the current board position?
- a. Options:
    - i. Concessions (current configuration)
    - ii. Reconfigure into a Volunteer Coordinator Position?
    - iii. Other? Discussed advantages of converting webmaster into a communications position.
      - 1. Motion: Shelly Ehni – Move that we create a new board position - Communications
      - 2. Second: Linda Brons
      - 3. Vote: Unanimous
  - b. Concessions: Ask Tina if she will coordinate prior to leaving. Not a board position, but run by committee.
7. Old Business:
- a. Newsletter – see Secretary report
  - b. Klahaya Board of Director's "Norms" – revisit in October or at New Board Retreat next year
  - c. Finance Committee Recommendations:
    - i. Discuss Updated/Final Finance Committee Report
    - ii. Next steps? Put it on the agenda for next month. Add things a little bit at a time.
  - d. Revisit volunteer policy:

- i. Motion: Dave moved that we reduce the hourly penalty from \$20 to \$10
- ii. No second
- iii. Discussed implementation, and concerns around documentation & tracking. Agreement to move forward with policy, yet not charge. Treat this year as a “dry run”. \$50 credit for any four hours volunteered, i.e., same amount as it has always been. There would be no charge for any new hours not completed. Idea: Post hours. If you do not volunteer for at least the 4 hour minimum you will still be billed at end of summer with final scrip bill.
- iv. Motion: Scott – Move that we amend the new volunteer policy so that the requirement will continue to be publicized (at 10, 6, 4), but not charge will be incurred beyond the four hour previous requirement. This will stand for this year only, we will provide an “invoice” at the end of the season, stating how many hours were completed per membership, and how much would have been billed. Billing will begin next year.
- v. Second: Lyn Sherry
- vi. Vote: Unanimous

## 8. New Business

- a. Committees:
  - i. Review Needs, scope, participation (including Chair & membership, process for inviting participants, etc.)
  - ii. Draft Committees Plan/Structure:
    1. Swim: Northerns & All-City Planning: Ed & Linda
    2. Fundraising & Activities: Dave, Laura, Lyn
    3. Volunteer: In the fall
- b. Opening Day & Closing Day:
  - i. Opening Day with blast in advance – May 15<sup>th</sup>
  - ii. Closing – set a preliminary date, but allow for staying open later for an additional weekend, depending on board approval and weather.
- c. Upcoming Meeting Dates:
  - i. May 4<sup>th</sup>
  - ii. June 8<sup>th</sup>
- d. Klahaya Attire: Discussed simplifying process. Perhaps seek a volunteer. There is a desire to set up a system that eliminates board members collecting money, i.e., members make checks out to the club, and club pays vendor.

## 9. Adjourn: 10:35pm