



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

MINUTES

Date/Time: June 1, 2010

Location: Dave Brengelmann's House, Shoreline WA

Present: Dave Brengelmann, Ed Adams, Laura Kalvoy, Linda Brons, Robert Warren, Scott Chapman, Jeff McDowell

Regular Meeting of the Klahaya Board of Directors

1. Call to Order: 6:30
2. Approval of Minutes: May 2010 BOD Minutes approved, one abstain due to absence
3. Approval of the Agenda: Approved
4. Report of Board Members:
 - a. President's Report, no report,
 - b. Vice President's Report, no report,
 - c. Secretary's Report, not present.
 - d. Treasurer's Report
 - i. Profit and Loss Balance Sheet Review
 - ii. Review of current account balance and payment of membership dues.
 - iii. When we obtained a UBI number so that we could file for a required minor work permit the state looked into our tax affairs.
 1. We will now review our obligation to pay business and occupation tax and retail sales tax.
 2. MOTION: Ed Adams moved that we authorize Jennifer (Gigi) Gilman to act as a representative for Klahaya Swim and Tennis club to speak with our accounting firm and advise the board regarding state taxation issues that were raised by Linda Brons on 6/1/2010. Second by Robert Warren with a unanimous vote to approve.
 3. Treasurer will be on vacation 6/26 through 7/8.
 - a. Robert Warren to handle reimbursements
 - b. Jeff McDowell to handle lock box.
 - c. Ellen Ernst picking up the mail at the PO Box.
 - e. Facilities Report
 - i. Waiting on the pool cover, supposed to arrive around the 15th of June.
 - ii. Wading pool will be worked on by All Star Pools, losing water, autofill isn't working right.
 - iii. Broken shower outside the boys changing room needs to be replaced
 - iv. New towel hooks will be installed by end of the week.

- v. Gutters will be cleaned by June 10th.
 - vi. We are currently getting a quote from Rich's for new deck furniture, tables and sitting chairs. Currently have these retail prices \$424 chaise lounge, \$264 chair, \$540 table, \$380 cocktail table. Our formal quote will include discounted pricing.
 - vii. We are considering an outlet for pancake griddle but understand the cost to install could be as much as \$1,000
 - viii. All grills are operational; \$200 was spent for minor repairs.
- f. Tennis Report
- i. Tennis opens 6/20 with 38% more young tennis players this year
 - 1. Sara, Cara, and Chase assisting coaches on an hourly basis, \$600 dollar budget may not stretch far enough due to the number of participants this year.
 - 2. Tennis coaches have been asked for a revised budget.
 - ii. Jeff McDowell requested increased communications to members from the Tennis program including
 - 1. Emails out to all members regarding tennis activities.
 - 2. Better notification regarding tournaments etc to the front desk.
 - iii. Jeff McDowell mentioned that we need to do a better job of submitting expenses for reimbursements.
 - iv. Jeff McDowell mentioned that equipment needs to be purchased soon.
 - v. Board discussed a need to address scheduling before the end of 2010. There's been resistance at the club to change scheduling but from now on, we will approach this with an open mind, with a new schedule out by December for 2011.
- g. Swimming Report - - just about ready to roll for swim meets.
- i. Coaching Staff - - contracts in place for all of them at the salaries as discussed, so far everything has been going according to expectations.
 - ii. Suits—Silvia's seems to be working satisfactorily for the club swim suits. Suits will be delivered to Ed and distributed soon.
 - iii. Master's Swimming—17 people signed up surpassing the original goal of 10. We will continue to grow this program.
 - iv. Audio Speakers—after tweaking, should be fine. We'll get a second mic for \$20 to \$80.
 - v. Ribbons - - will arrive in a couple of weeks.
 - vi. Edmonds School District—they may start on August 23rd, practice from 0730 – 0930.
 - vii. Innis Arden Meet – no changes to report
 - viii. Forms and Fees - - - almost \$12,000 in fees collected
 - ix. Storage Bins needed for kick boards, flippers, etc.
 - 1. Robert Warren proposed that we allocate up to \$200 dollars for storage bins. Dave Brengelmann seconded. All voted for this.
 - x. Ice Cream Social - - went well, can sell left over SWAG to the tennis players.
 - xi. Pictures—July 13th. We will continue with the current vendor..
 - xii. Time Trials next week.
 - xiii. Sweats—Ed is working with Laura Taylor, Laura is talking to Innis Arden.
- h. Membership Report: not present.
- i. Activities Report/Concessions
- i. Ice Cream Social - - - went well.
 - ii. Volunteer Sign Up—program is being changed slightly to include membership number instead of phone number. There are nearly 100 spots to volunteer for swim meets.
 - iii. Jeff asked for a master template of job lists so that members understand the various tasks required to put on an event.

- iv. Still looking for someone to run the Adult Night, especially for key personnell, July 24th.
- j. Communications Report
 - i. Julie Gaevert not present

5. Manager's Report:

- a. Opening Day—went well, even folks down the list, like the person that drew #53 for example, got the classes they want.
- b. Lessons to the waitlists folks-- We don't have a procedure for informing waitlisted families regarding lesson availability. Jeff to work with Shelly to get access to data required so that we can send out a mailing inviting families on the waitlist to sign up for vacancies.
- c. Guards—With the lite attendance at the club due to the weather, it's been slow at the club but the guards remain busy finding projects to do.
- d. Scheduling—currently no problems with scheduling
- e. Vacation—Jeff on vacation for 3 days, 6/5 weekend.
- f. Guards—always hired from within, to motivate the current lifeguards to do their best, we let the guards know that we have the option to hire from outside the club. Quite a few qualified life guard candidates have communicated interest in working at Klahaya.

6. Old Business

- a. Survey: Dave Brengelmann moved that we provide the survey results in a binder at the club available to all members and notify members via email that they're welcome to review the survey results. Ed Adams seconded the motion. All voted in favor.

7. New Business:

- a. Concession's Report from Tina Lapham.
 - i. To organizaion a team approach to concessions, everything divided into sections, each section has a lead and a volunteer. Every section has a checklist for pre, during and post event. Meat will be delivered the day before the event, grill people will begin preparing the meat starting 24 hours before each event.
 - ii. Some items have been discontinued to simply concessions.
 - iii. Stations have been set up with three leads and one volunteer for each role.
 - iv. Each section needs to clean up after them.
 - v. When volunteers sign up, a PDF including job description is included.
 - vi. Tina leaves on vacation June 21st.
 - 1. We ned someone to lead concessions 06/29 forNortherns, June 29th
 - 2. We need to actively recruit for Northerns.
 - 3. Wiley. Sue Hopen will do shortcake the entire season. Don't have anyone to do the salads.

8. Adjourn: 9 PM