

Bolton Swim & Tennis
 Board of Governors
 Monday, September 20, 2021
 7:00 p.m. via Zoom

Board Members Present

Vanessa Bliss
 Michael Booth
 John Canale
 Jay Johnston
 Jennifer Labellarte
 Jonathan Mogol
 Brett Naylor
 Joyce Oliner
 Sallye Perrin
 Paige Plapas
 Katia Pokhodnya
 Claudia Sennett
 Peter Sultan
 Sarah Trautvetter
 Mike Weiss

Employees Present

Kevin DeBell
 Alexa Eckley

Board Members Absent

Rory Flanagan
 Karen Graveline
 John McLane
 Michelle Smith
 Jen Swartout
 Bill Wells

- 1) Call to Order
 - a) Michael Booth called the meeting to order.
- 2) Approval of Minutes
 - a) Mike Weiss moved to approve the minutes of the August 16, 2021, meeting of the Board of Governors. Jennifer Labellarte seconded the motion. The motion passed unanimously.
- 3) Standing Reports
 - a) Membership Update
 - i) Kevin DeBell provided the membership update.
 - (1) The status of membership and dues collection is provided below.

| | 09/20/21 |
|---|--------------|
| Dues Collected (Total Since Jan 1) | \$324,654.29 |
| Dues Collected (Percentage of Budgeted Amount) | 101.8% |
| Number of Active Payment Plans (Plans with Dues Outstanding) | 3 |
| Future Dues from Payment Plans | \$833.80 |
| Unpaid/No Plan Memberships Total | 0 |
| Unpaid/No Plan/New Memberships Claiming Payment is Sent | 0 |
| Unpaid/No Plan Memberships Not Communicating | 0 |
| Dues Related to Unpaid/No Plan/New Memberships | \$0.00 |
| Memberships in Sabbatical Status (Number) | 20 |
| Memberships in Sabbatical Status to be Filled (Number) | 0 |
| Open Formal Memberships | 0 |
| Estimated Dues Related to Unfilled Memberships (\$835xN) | \$0.00 |
| Total Dues Accounted For (Number) | \$325,488.09 |
| Total Dues Accounted For (Percentage of Budgeted Amount) | 102.0% |
| Waiting List (Number of Names) | 523 |
| Waiting List (Days Waiting for First Person Waiting for Membership Offer) | 1047 |

- (2) The membership committee should address whether individuals are put on the waiting list when they complete the form or when they make their payment.
- ii) Michael Weiss provided the Budget Update.
 - (1) BST should have \$108,000 in its bank account after final expenses are paid.
 - (2) BST may end the year with about \$16,000 to \$18,000 cash surplus for the year.
 - (a) Mike Booth pointed out that the cash balance is short of the \$25,000 BST tries to have on hand for capital reserves. Mike Weiss pointed out that some additional projects were completed this year.
 - (3) John Canale asked how employee bonuses are calculated.
 - (a) Mike Weiss said that this amount is built into the salary line item, and this line was overbudgeted for 2021 based on the 2020 numbers.
- b) Facility Update
 - i) Alexa Eckley provided the Facility Update.
 - (1) 2021 swim season was a success. Labor Day weekend and the bonus weekend were well attended.
 - (2) The staff was well balanced between college and high school students.
 - (3) The pool has been closed and covered.
 - (4) We are working to maintain the grass. Reseeding will require the lawn to be closed for two weeks.
 - (a) Mike Booth asked whether the landscaping budget is appropriate. Mike Weiss said that reseeded would be factored into BST's accounting moving forward.
- 4) Committee Reports
 - a) Facilities
 - i) Sallye Perrin provided the Facilities Committee report.
 - (1) The committee is working on a project for the fencing and gates to the pool. The committee will meet Wednesday to discuss the project. This includes the fencing between the pool and the playground, steps to the tennis court, and disposition of the storage shed.
 - (a) Sarah Trautvetter has developed a plan for this.
 - (b) The Committee needs a sense of the 2022 budget to prepare for this project.
 - b) Tennis
 - i) Brett Naylor provided the Tennis Committee report.
 - (1) BST's ball machine requires guidance to the general membership. The committee would like to move the machine and the housing for it to court 4.
 - (a) This may require a lock and perhaps a system for approving individuals to use the machine.
 - (2) The tennis ladder has been well used this year.
 - (3) The round robin tournaments were well attended throughout the summer.
 - (4) The committee is concerned about the condition and maintenance of the Har Tru courts.
 - (5) The committee is interested in consideration of youth camps, tennis pro staffing, and non-member use of the tennis courts.
 - (6) The committee is interested in replacing the backboard, including whether this can be done in conjunction with the fencing project, resurfacing the hard courts, servicing of the Har Tru courts.

- (7) Brett expressed his support for a membership survey.
- (8) The committee may consider scheduling of the club tournament so it does not get compressed at the end of the season.
- c) Finance Committee
 - i) Michael Booth provided the Finance Committee report.
 - (1) The committee met last week. The committee is considering whether the capital needs of the facility warrant a dues increase.
 - ii) John Canale asked about budgeting for pool furniture.
 - (1) Mike Weiss said this is generally done on an as needed basis, purchasing a small number of furniture pieces each year.
 - (2) Mike Booth said that furniture expenses are an interest of the Finance Committee.
 - (3) Paige Plapas asked whether the purchase of chaise lounges will be considered.
 - (a) Alexa Eckley said that all the furniture gets used. Often, tables are in high demand due to members eating at them.
 - (4) John Canale asked whether a plan for the arrangement of furniture has been completed to ensure that the space is maximized. John recommended that this be added to the Facility Committee's agenda.
 - (a) Mike Weiss said BST has a current inventory of the pool furniture it owns.
 - (5) Paige Plapas said that members should be discouraged from putting their belongings on pool chairs but not using the chairs otherwise.
 - (a) John Canale said this should be raised at the Facilities Committee.
 - (6) Katia Pokhodnya asked whether the Facilities Committee has a master plan.
 - (a) Sarah Trautvetter said the committee does have a master plan.
 - (b) The committee will discuss this at its meeting this week.
 - (c) Alexa Eckley noted that the Facilities Committee has been well-coordinated in recent years. A member survey on facility improvements was done in the last few years.
 - (d) Jennifer Labellarte will send the regular questions from the membership survey to the Board of Governors.
- d) Executive Committee
 - i) Michael Booth provided the Executive Committee report.
 - (1) The committee met last week.
 - (2) The committee discussed the use of the BST play field by Bolton Hill Nursery.
 - (a) COVID-19 restrictions require that the BHN students be separated from others using the play field. To date, this has resulted in BST members not being able to use the play field.
 - (b) John Canale asked whether the current policies have been communicated to members.
 - (i) Kevin DeBell noted that this policy has been communicated.
 - (c) John Canale asked whether members can use the grass area next to tennis court 4.
 - (i) Alexa Eckley said members can use that space.
 - (3) John Canale asked about timing of the code of conduct and grievance process.
 - (a) Mike Booth said the Membership Committee is leading development of the code of conduct. The Executive Committee is leading

development of the grievance process. The latter should be drafted in early 2022.

5) Adjourn

a) Michael Booth adjourned the meeting.

Next Meeting: October 18 at 7:00 pm