

**Tuckahoe Recreation Club**  
**1814 Great Falls Street**  
**McLean, VA 22101**  
**(703) 356-1205**  
[www.tuckahoe.net](http://www.tuckahoe.net)  
**Tuckahoe Board of Directors**  
**MINUTES**

**Date:** April 18, 2023

**Time:** 7:00

**Place:** Tuckahoe - Board Room

**Board Members Present:** Brendan Bayer, Chris Bassler, Keith Bretzfield, Ed Cho, Jay Comfort, Cindy Dobyns, Bert English, Nathaniel Glasser, Matt Kelly, Scott Lisman, Chris MacKay, Monika Sibert, and Andrea Smith

**Board Members Absent:** Hiranya Maru, Lauren Wilson, and Monica Winthrop

**Officers:** Mike Thomas (President), Brian Hult (Treasurer), Lauren Bostrom (Secretary), Chris Zochowski (Vice President), and Bill English Sr. (Past President)

***Meeting called to order at 7:00 at Tuckahoe by the President.***

***Secretary sent out March minutes. Minutes accepted.***

**Assistant General Manager's Report:**

- Jeff said he is coming this week to set the Intermediate and Wading Pools up. Once opened up, I can renew the permits for them.
- We had a health department inspection that we passed.
- I am having more guards reach out to start picking up shifts. The week of May 1<sup>st</sup>, I am hoping we can reduce the number of offset schedule days, as I have more of the college age guards returning then.
- I am still working on staffing overall and with this Friday being Olivia's last day things could get tight again. We have been working on reaching out to the local high schools to recruit, but we will likely need adult pool operators.
- I have been working with Ed and have some new trash cans and recycle bins. We have also gotten a few new pool signs to reenforce some common rules violations:
  - No Eating
  - No Diaper Changing
  - No Glassware

**President's Notes**

- Huge thank you to our staff during this past month. Especially Jacob, Cheryl, Melissa, and Phong.
- County Violation Update
- Update on the GM search
- Nominations Committee

## **Executive Committee**

- Approved the hiring of the Armstrong recruiting firm for our GM search

## ***Committee Reports***

### **Operations: Chris Bassler**

- Meeting later this month
- Need to get contracts for associate members finalized
- Preparing for summer season usage

### **Engineering and Maintenance: Ed Cho**

- Small gas leak at the SBH meter; Washington Gas came out to fix it.
- Pest control came to inspect the SBH to address evidence of termites and mice; also going to inspect the WBH in the spaces above the offices and yoga room. The plan is for the entire WBH to be inspected.
- Pipe leak to the hot tub; Jeff Allen repairing.
- Sewage pipe disconnected/broken in the SBH; being repaired.
- New pressure release valve and pressure reducer components installed for the hot water boilers to the indoor pool. These were not operating properly or at all. In addition, general HVAC service & maintenance contract will expand to include outdoor pool heaters, indoor pool boilers, WBH hot water heater (locker rooms), hot tub boiler, and split heat pump at SBH, in addition to the 5 A/C units at the WBH. A new contract is being prepared and finalized.
- Conducted a Grounds Guys landscaping walkthrough to assess the work done and to be completed under the existing contract and work to be done going forward. A new contract is being prepared and finalized.
- Met Critical Systems PoolPak rep to examine HVAC recommendations; met with referred CTA Engineer rep for site visit previewing condition assessment of WBH air quality.
- Actively prepping for the summer: replacement of 5 broken umbrellas at patio and intermediate/baby pools; replacing broken or cracked patio tables with new synthetic polymer slat top all weather tables under which current chairs can fit; broken deck and lifeguard chair umbrellas replacements; out of date AEDs in WBH and possible AED kit for tennis courts; additional proper signage around pool deck areas; removing yellow tape under garage doors; refresh of SBH lobby and locker rooms (Aesthetics Committee has recommended paint color options and lobby desk configuration); replacement of several trash bins and the addition of new blue logo'd recycling bins; possible outdoor foosball table (TBD); playground mulch to be added to the playground; and new drop ceiling tiles in WBH (hired Mohamad to assist in the painting and repairing work).
- Exploring efficient options to cool the SBH grille/kitchen and SBH lobby; current set up is inadequate.
- Waiting for Surge Tank, tentative May installation by Jeff Allen.
- Club Benchmarking full facility visits complete; first draft of the capital reserve study report to be submitted soon; presentation of report TBD.

**Finance: Brian Hult**

- Dues collection is underway – will have a better idea at the end of April
- Overall, we are in a good place with our budget

**Membership: Bill English**

- Numbers:
  - Full Members – 3,217
  - Absentee – 240
  - Emeritus – 97
  - Waitlist – 1,381 individuals; 426 families
  - Additions:
    - 1 family, 3 individual additions
    - Motion to approve all members – approved unanimously
- Most members have paid dues already
- Instead of a certified letter, we will use certified emails, with confirmed receipt for all members who have not paid at the end of April; last day to pay is May 16

**Member Relations: Bill English**

- Committee wants separation of children by age, but this is no longer something we have with new dues breakdown (we know categories rather than exact ages) – this is something we can come back and review at another date

**Programs & Concession: Brendan Bayer**

- Had Easter Egg Hunt – about 75 people attended
- Holding events is taking a lot out of our management team, so we need to be cognizant
- Grille Manager Max has been hiring staff and has a great vision for the grille
- Grille expects to open late May, but will be in full force in June

**Aquatics: Bert English**

- Busy season is about to start, everything is on track
- Open houses for swim team happening soon
- Practices start soon
- Coaches are being hired

**Tennis: Chris MacKay**

- Ivan resigned, will be meeting with the instructors and committee to develop a plan going forward.
- We are the only facility in the area that has a Red Ball facility (learn to play tennis program for little kids), so cannot convert that court to pickleball permanently
- Will look into investing in pickleball – there is a huge demand for a designated pickleball court
- Summer tennis programs are strong

**Long Range Planning: Chris Zochowski**

- Nothing to report – still waiting on Club Benchmarking

**By Laws: Bert English**

- No report

**Fitness: Matt Kelly**

- TechnoGym came out, but waiting to hear back

**Marketing: Monica Winthrop**

- **Newsletter:** we need updates no later than April 24th from each of the chairs. An email has been sent.
- **Point of Sale (POS):** The current Gift Rocker solution is not working well. It's very hard to reconcile the grille purchases back to the accounting system. Therefore, we worked with Cheryl to find a solution that will work easily with QuickBooks. We all determined (including the new Grille Manager - Max) that Square would be the best solution. There is a minimal cost of \$149 for the equipment and 2.6% + 10 cents per transaction for the fee. We will need to build this into the price of the items.
- **Club Automation:** We also talked with Cheryl, and she felt that it's getting better, and it just took some getting used to. She does not want to change the policy on the waitlist policy to only allow cash/check until we get through the dues season. She said it would be hard to change this and cause more work right now. Changing the policy could allow us to go with the other credit card processor that is supported by Club Automation. She also mentioned that she was able to help Tory pull what he needed for classes.
- **Club Automation Waiver:** When you first log in to Club Automation, there is a waiver, but this is a waiver between Tuckahoe and the member. This will not be enforced by Tuckahoe.

**Old Business:**

- Nothing to report.

**New Business:**

- Ask to consider other tennis vendors, members are currently very happy with the current coaches.
- Due to excess pressures on management, suggestion made to ask for member volunteers.
- Bylaws are unable to be uploaded due to new Club Automation – Bylaws committee will follow up.

**Announcements:**

- Next board meeting will be on Tuesday, May 16<sup>th</sup> at 7 PM.

*Meeting adjourned at 8:14 PM.*

**Secretary**  
**Lauren Bostrom**

**President**  
**Mike Thomas**