

**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:** January 16, 2023

**Time:** 7:00 PM

**Place:** Tuckahoe - Board Room

**Board Members Present:** Chris Bassler, Brendan Bayer, Keith Bretzfield, Nathaniel Glasser, Kristin Gorelik (via Zoom), Matt Kelly, Scott Lisman, Hiranya Maru, Nick Metcalf (via Zoom), Hilary Scherrer, Ratih Sudharto, Lauren Wilson (via Zoom), and Monica Winthrop.

**Board Members Absent:** Ana Florez, Monika Sibert, and Chris Zochowski

**Officers Present:** Ed Cho (President), Bert English (Vice President), Brian Hult (Treasurer), Lauren Bostrom (Secretary), and Mike Thomas (Past President)

*Meeting called to order at 7:01 PM at Tuckahoe by the President.*

*Secretary sent out December minutes. Minutes accepted.*

**President's Report:**

- Club Benchmarking Town Hall on our capital strategies and planning was a success, despite the weather. Thank you to everyone who was able to attend the meeting. Special thanks to Brian and Brendan for taking the lead on working through the details and fine tuning the presentations.
- Bank credit renewal is finalized and should now be better aligned with our schedule.

**Executive Committee**

- Discussed TRC liability insurance renewal status and possibility of exploring other insurance provider options following ABC permit approval.
- Discussed formal vacation and time-off policies for staff (policies would apply to all staff except Aquatics Director, since he has a different work structure)

**Manager's Report**

- Items being worked on around the club:
  - The elevator is currently out of order and in the process of being repaired.
  - New eye wash stations were installed in all pump rooms.
  - Leaky valve in outdoor pool pump room being addressed.

- ADT walkthrough of all fire alarm and sprinkler systems completed after false alarm on January 6.
  - Surge tank production is complete, it is set to ship now.
  - Repaired cable on Hoist machine.
- Events:
  - Member Town Hall
    - Successful event, due to weather concerns we had about 60 members attend over zoom.
    - We will look into bolstering our ability to offer high-quality remote participation at meetings.
  - Tuckahoe Tailgate on Sunday, January 21 @ 3 PM
    - New event for an NFL playoff viewing party.
    - Timed to be when many parents are already present for winter swim.
    - Potluck style and BYOB to be able to make it a complimentary event for members.
    - Still need more members to sign up to bring items for the potluck (Tuckahoe providing a Chips & Soda bar).
  - Valentine's Events
    - Valentine's Adult Social: to be very similar to the Christmas Jingle & Mingle, but themed around valentines.
    - Valentine's Kid's Soiree: to be very similar to the Kid's Christmas Lock-in and pair with the adult function.
  - Working out a full event list for the season and applying to the Club's calendar. We are in the process of hiring our new Grille Manager/Event Coordinator – once that is completed (provided the process does not take too long), we will begin planning all events through the summer.
  - Social Media and promoting events: We are going to begin using social media to promote events and club notices much more regularly, also a function of the new event coordinator position. We have had several meetings to talk about what social media should look like. We plan to enact social media on a regular basis this spring when we are ready to do it well.
- Grille Manager/Event Coordinator
  - We have spent the past month interviewing and searching for a manager to be a good fit. We conducted many phone screenings and brought in about 8 applicants for interviews that met requirements (such as availability, capability, and fit). We have identified a strong applicant that seems to be a great fit and will be working with P&C to set up a time for them to meet with him.
  - This will set off a big set of actionable items for summer preparations. Grille planning and hiring, event planning, social media, fitness programming, and many more items.

- Projects in progress: There are many items that we have shared with the board over the past couple months that are in progress over the offseason. Here is a reminder of many of them:
  - Updated employee handbook - almost done
  - New member handbook
  - Members summer guide
  - Staff relations and recognition programs
  - New financial tracking and documenting processes
  - SOPs in all areas of the club
  - Pickleball programming
  - Adjustments to swim and tennis lesson administration
  - Maintenance administration

### ***Committee Reports***

#### **Operations: Chris Bassler**

- Proposal came in from a lifeguard training company - discussed proposal for monthly trainings on the weekends. Could generate revenue, still in discussion at this point.
- Handicap entrance - several members inquired, created some controls around that
- Outdoor pool hours/usage for members in the evenings - we are working on creating a schedule, possibly extending hours as needed
- Code of Conduct update - still in committee, but would be included in member handbook

#### **Engineering and Maintenance: Brendan Bayer**

- Working on committee meeting following Club Benchmarking meeting
- Operationally, we can't do everything at one time - we need to create plans of attack
- Jeff Allen is still trying to sharpen the indoor pool deck bid
- Surge tank is finished and ready to ship
- Walked the property to create a list of projects to-do and prioritize
- Elevator will be fixed ASAP
- Outdoor pool heater - we are working with vendors to come out to fix one heater, but we needed to reschedule due to unforeseen changes. Jeff Allen thinks he can fix, but we are looking at other vendors since he already has a lot to do.
- Do we need to look into “engineering manager” for larger projects or overall oversight? As of right now, consensus is that we can handle in-house between Leandro and Phil working with Jeff Allen, but could look into a Project Manager in the future

#### **Finance: Brian Hult**

- Year-end was net positive
- Year-end: \$154k under budget

- We got \$45k from interest income, which significantly buoyed us - 2023 had \$2.3k in interest income
- Variance versus November due to some large payments
  - \$88.4k payment to PASS Academy (Spring/Summer/Fall lessons)
  - \$22.9k to Jeff Allen (winterization, pool plaster, chlorinator repair)
  - \$55.8k to West Bend Mutual Insurance for umbrella renewal
- Largest sources of variance comes from a few key areas
  - Umbrella is for 2024 - payment was accelerated
  - Computer hardware wasn't capturing the Club Automation cost - \$2k/month
  - Licenses and permits includes \$14.1k due to Fairfax County issues
  - Legal fees are due to employee issues (\$11.7k) and Fairfax County (\$3k)
- 2024 Budget
  - Expenses are a modest increase over 2023 - assumption is that there is no major program or service charges
- Dues
  - Reminder that all members got a "credit" last year to soften the dues increase. That will NOT be the case this year.
  - With no increase, we would still be net positive, but would not be making headway with deferred maintenance
  - Could do a modest dues increase (to match inflation - about 3%) which was proposed by a member
  - *Motion* - Letting the one-time \$150 credit given in 2023 expire and increase dues by 10%. *Motion passed 15 to 2.*
    - Discussion about club usage
    - Discussion about CapEx funding
  - *Motion* - create a quickbooks account for deferred maintenance and transfer \$325k into the new account. *Motion passed 15 - 1.*
  - Initiation fee discussion - should we raise the initiation fee? Current members should foot the bill for deferred maintenance (that's why we're raising dues), not people on the waitlist who haven't used the club yet. We also have a very high initiation fee.
  - *Motion* - effective January 17th, 2024 all people currently on the waitlist, and all future additions to the waitlist, will have an initiation fee of \$3,000 for family membership or \$2,000 for individual memberships. *Motion approved 11-4.*

## Membership: Lauren Bostrom

- Numbers:
  - Full members: 3,250
  - Absentee: 220
  - Emeritus: 103

- Children under 5: 165
  - Note: We have 50 rising 5 year olds to account for next year.
- Limited members: 40
- Waitlist total families: 421 (1,542 individuals)
  - New to waitlist: 7 families (26 individuals)
  - *Motion: Approve list of new individuals to waitlist. Motion approved unanimously.*
- Initial invites - we have 74 individuals who will be extended membership (24 individuals to reinstate, 50 rising 5-year-olds), and turnover is usually around 325 individuals per year. We will extend 126 individual invitations for a total of 200 individual invitations for now.

### **Member Relations: Keith Bretzfield**

- We will have an open house on February 3rd at 9:30 AM, all board members invited to attend. This is intended to be interactive with members, but format will be dependent on member attendance.
- There was some initial pushback on the fitness center project, but nothing really since the open house
- There is a push to get more club demographics (gender, age, family type breakdowns) to see what age groups use the club. That data is difficult to find (and many demographics are not tracked - ex. gender, income)
- There is an interest to change voting to be by household instead of by individual member.

### **Programs & Concessions: Matt Kelly**

- GM's report covered everything
- For 3 intra-squad meets, swim team is hoping to source all concessions from the grille.

### **Aquatics: Bert English**

- Currently have 145 swimmers and 50 divers for second winter session

### **Tennis: Scott Lisman**

- Working to set up a meeting with GM and tennis committee to set priorities
- A few contractors to set up meetings with for a new tennis shed
- One tennis pro has a pickleball clinic proposal

### **Long Range Planning: Chris Bassler**

- No updates.

### **By-Laws: Nathaniel Glasser**

- We have a committee meeting on Sunday. Updates to come in February.

**Fitness: Matt Kelly**

- We will be getting a new gym! Everything is official and the upgrade will be welcomed by the majority of the TRC community
- We got more votes for fitness survey than we did votes for our annual election!

**Marketing: Monica Winthrop**

- Working on getting a February/March newsletter out
- Working with ClubAutomation - they're getting there, but are struggling

**Old Business**

- No report

**New Business**

- No report.

**Announcements**

- Board Social - TBD
- Special Announcements
  - Lauren is moving - Monica Winthrop will take over as Secretary and Membership Chair, Kristin Gorelik will take over as Marketing Chair
  - Per ByLaws, next-in-line candidate Cindy Dobyns will take over a vacant spot and will serve on Member Relations and Operations
  - Committee assignments might shift around
  - Matt Kelly will be joining the Executive Committee
- Next Board meeting will be February 20th at 7 PM in the Board Room.

*Meeting adjourned at 9:30 PM.*

**Lauren Bostrom**  
**Secretary**

**Ed Cho**  
**President**