



Tuckahoe Recreation Club Board of Directors Meeting Minutes

Date: July 16, 2024

Time: 7:00 PM

Place: Tuckahoe - Pavilion

Board Members Present: Brendan Bayer, Cindy Dobyns, Matt Kelly, Nick Metcalf, Ratih Sudharto, Brian Hult, Kristin Gorelik (via Zoom) Scott Lisman, Ratih Sudharto, Peter Marketos, Keith Bretzfield, Nathaniel Glasser, Hilary Scherrer (via Zoom)

Board Members Absent:, Chris Bassler, Ana Florez, Mike Thomas (past President), Hiranya Maru, Lauren Wilson, Chris Zochowski

Officers Present: Ed Cho (President), Brian Hult (Treasurer), Bert English (Vice President), and Monica Winthrop (Secretary)

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

1. Review of Minutes from June 2024 Board Meeting

- **Motion** Approved for minutes

2. President's Notes & Comments

- Town Hall Meeting – Wednesday, July 17 at 6 pm

3. Executive Committee

- Code of Conduct – comments received

4. General Manager's Report

- **Indoor Pool Renovation:**
 - We are working through the details of the indoor pool renovation timeline to share with members. This will include which days will have safety concerns and need areas of the Club to have restricted access, dust and noise considerations, length expectations, etc.
 - Jeff has arranged dates and details with his subcontractors.
 - Jeff has ordered materials and will begin staging some items in the parking lot (outside the WBH) the week prior to the project start.
- **Items Worked on Around the Club:**
 - Working on getting materials together to repair the ceiling in the baby pool pump room.
 - Staff picture board. We have about half the staff photos and arranged on the board, posted by the lifeguard station. Next year we aim to do this during the orientation process.
 - Railing added on steps to the playground.
 - Screens were added on tennis courts to encompass courts 5,6,7 completely.

- A/C in grille was struggling in heat largely due to a drainage hose that had been pinched. During this time the fridges were struggling to hold temp but have not struggled since fixing the A/C drainage.
 - Improved location of eye washing stations and painted lines to keep access clear (in response to insurance audit).
 - Hot water heater is not working in restroom by hot tub. Waiting on parts and vendor to repair.
 - Leak above Yoga Room caused by clogged tube. Repair and preventive measures installed (this was the second time in the past year it has happened).
 - Reheat Valve Control Modulation Board failed on the WBH men's locker room. It has been fixed.
 - We had about 6 items from the fire marshal that needed to be fixed. All have been fixed now and we received another permit. This was exposed wires in a pump room, daisy chained extension cord in the pavilion, a removed ceiling fan that needed a cover, etc.
 - Probes have been replaced in CAT controllers.
 - Many more projects, big and small, let me know if you have any questions about something not mentioned here.
- **Fitness Center Updates:**
 - Elliptical had issues with the screen cover coming loose. We have figured out why and fixed it. We made that change to all machines to prevent.
 - The bolt controlling seat height on one peloton had been stripped and was not able to be loosed/tightened effectively. We ordered a new bolt from peloton to fix.
 - Received estimates for preventive maintenance. Passed along to fitness committee.
 - Met with a potential group fitness instructor to add a strength-based group fitness class and personal training options.
 - Researching and putting together thoughtful ideas and strategies to implement fitness programming (such as steps challenge, outdoor group x, fitness social, nutrition workshops, mindfulness messages, etc.). More details and ideas being sent to the fitness committee soon.
- **Landscaping and Grounds:**
 - A rotten tree near the power lines is about to fall. Matt has called Dominion to address.
 - Mowing has been skipped twice this summer due to dormant grass that is not growing in heat. Landscaper has still come to edge, weed, etc.
 - Some members have expressed interest in converting a section of flower bed into a 'natural garden.' Linda Lee is the member with expertise in this area and members have discussed managing it themselves.
 - Several bee-nests were found in the fencing behind the diving boards. Leandro has been treating.
- **Lifeguard In-Service:**
 - Added this year are monthly lifeguard in-services. Each month we have two lifeguard sessions and require every lifeguard to attend one a month to be on the schedule. In-services consist of half in classroom discussion and half in pool rescue practice.
- **Member Engagement:**
 - Increased comments and interaction with members during summer.
 - High turnout of over 1,200 people on Independence Day (including guests).
- **Staff:**
 - Ongoing training for lifeguards and desk attendants.
 - Tuesday manager meetings all summer have helped us work together and begin recognition for staff members.

- International Lifeguard Appreciation Day on July 31!
- Staff appreciation pool party - board agreed to do again this year.

5. Committee Reports

- a. Operations: **Bert English** on behalf of **Chris Bassler**
 - Extreme heat has caused the club to cancel or change some programs times.
 - Need to address lifeguards not always paying attention when watching the pool.
 - The water canyon is not always on in the morning and is being turned on at night by lifeguards. Need to look and see if something is tripping the circuit that turns it off.
 - The board will look at getting more water canyon's into the budget for next year so we are not reliant on just the one.
- b. Engineering & Maintenance: **Brendan Bayer**
 - Most items already mentioned with Phil's report.
 - The HVAC proposals have come in from 4 different engineers and the cost has increased from \$30,00 to \$47,500
 - **Motion:** Increase the spend to \$47,500, **approved 14-0.**
- c. Finance: **Brian Hult**
 - Morning Masters and Machine Aquatics is ahead year-over-year.
 - Private swim lessons are up year-over-year.
 - Snack bar continues to run ahead year-over-year as well.
 - Staffing is up with some jumps reflecting run-rate.
 - Administrative has some one time legal fees.
 - Long-range plan agenda for town hall meeting:
 - Guiding principles
 - Multi-year Outlook - Key projects
 - Multi-year Outlook - Other projects
 - Current Financial Situation
 - Implementation
- d. Membership: **Monica Winthrop**
 - Numbers:
 - Full members: 3,247
 - Absentee: 205
 - Emeritus: 95
 - Children under 5: 160
 - Limited members: 0
 - Waitlist total families: 374 (1,371 individuals)
 - New to waitlist: 16 families (48 individuals)
 - Resignations in full for 2024: 287 individuals
 - Total invited to join in 2024: 218 individuals
 - **Motion:** Approve list of new individuals to waitlist. The **motion was approved 14-0**
- e. Member Relations: **Keith Bretzfield**
 - Member relation points will be shared at the Town Hall tomorrow.
 - Per Virginia law, the club is required to provide member data and is obligated to provide members' mailing addresses available for inspection at the Club. The list must be made available "beginning two business days after notice of the meeting is given for which the list was prepared and continuing through

the meeting.”. The request must be made the the General Manager with 5 days notices and they will be review the physical copy only.

f. Programs & Concessions: **Matt Kelly**

- Coffee and cars was well received.
- Tuckahoe Day is on July 27th.
- Committee is looking at changing the concession hours once school is in session and toward the of the season.
- Take away items from meeting with Miriah and Ed:
 - Update grill access door codes to limit unnecessary personnel entry
 - Have drain channel from ice maker condensation flooding cleaned
 - Order new outdoor grill brush cleaners (non-metallic)
 - Have maintenance team look at drain tube coming from split air unit
 - Get estimate for professional cleaning and sealing of pavilion stones and wood columns
 - Have electrician look and outlet voltage and breaker for equipment usage
 - Add extra storage shelves by cleaning sink
 - Revisit opening and closing cleaning protocols
 - Menu discussed; other than removing pasta salad, no changes until next summer
 - Sell or donate old grill and pizza oven

g. Aquatics: **Bert English**

- Dive season is wrapping, program has had significant improvements.
- Swim has wrapped up the session and won the Division 1 championship, Divisionals are on Saturday July 20th.
- Water aerobics are on Sunday mornings and it is going well so far.
- Extra fees should be considered when bringing in folks for Water Polo. This is currently looked at similar to swimming and diving teams for now. It’s something that is being considered for long-term.

h. Tennis: **Scott Lisman**

- Junior tennis session is going well with about 150 kids, it will finish next week. They are currently in 2nd place.
- Adjustments have been made for the extreme heat
- A check-in has been instituted up at the tennis courts. This has allowed us to track better and force members to pay guest fees for non-members come in. There seems to be correlation between this and an increase of guest fees from prior years.
- Looking at sheds for up at the tennis courts, looking at several options and how it will get built. Next step is to meet with aesthetics committee to get the specs right.
- Met with Pass Academy to link the two systems and make it simpler and easier for data entry on the backend.

i. Long-Range Planning: **Chris Zochowski**

- Update given in finances

j. By-Laws: **Nathaniel Glasser**

- Looking through two sets of proposals to update by-laws and comparing with board proposals. An updated copy will be distributed to the board and discussed during a meeting at the end of the month.
- There was a discussion on whether or not to have the annual committee earlier in the year in July rather than September. It was determined to look at for future and not address in these latest by-law changes.

k. Fitness: **Matt Kelly**

- A discussion was had about having a maintenance contract for the up-keep of the equipment. It was deemed not necessary as it’s new equipment and it part of the contract with the equipment vendor.

l. Marketing: **Kristin Gorelik**

- 70% range of members that open weekly email. This is up from before.
- Newsletter - committee leads still need to provide input.

m. Nomination Committee: Raith, Nick Metcalf

- Nomination forms have been sent out and the period to receive nominations is still open.

6. Old Business

- None.

7. New Business

- Discussion was had around construction that was done on the baby pool and covers were not put on the chairs, a recommendation was made to put plastic on equipment and move out chairs and anything that could get covered in dust during the indoor deck project.
- A member asked whether the deck project required a permit. The board responded that the contractor has stated a permit is not required for repair of existing concrete. If a permit is required, the contractor is responsible for obtaining.

8. Announcements

- August Board meeting is cancelled due to vacations and availabilities. Enjoy the time off!
- Board Special Meeting (July 26, 29, or 30) – TBD.

Meeting adjourned at 9:15 PM.

ADJOURN

Monica Winthrop

Ed Cho