

December 1, 2018

Mohican Swim Club Board Meeting Minutes

Call to order at 3:00p

In attendance from Board: Rick Hall (President), Lisa Owen (VP Pool), Josette Skilling (Treasurer), Michael Kessler (VP Grounds), Shane Moore (VP Activities), Elizabeth Redisch (VP Pool), Tracey Robison (Director), Eluned Schweitzer (Director), Elena Naum (Secretary). In attendance from Bethesda Aquatics: Chuck Montrie.

Agenda

- 2019 Motions (see below for Motions 1-18)
- VP Updates

Playground – Michael Kessler

Michael went through the winning proposal for the new playground.

- Bids were requested from 3 companies using the following parameters:
 - There should be 2 structures: one for 2-5 year olds, the other for 5-12 year olds
 - The structures must fit within a 30' x 60' area
 - The design must be safe for all children
- *All Recreation of Virginia, Inc.* was chosen because of the company's responsiveness, reputation within the industry and overall cost.
- 2 proposals were presented: one with a ground covering of engineered wood, the other with the poured-in-place rubber.
- The proposal that will be implemented will satisfy all 3 parameters, will include the engineered wood ground covering and will cost \$59,633 (see website for details)
- The area where the play structures will be built will be graded flat, partially surrounded by a wooden retaining wall on top of which a fence will be installed so that the perimeter of the playground will be enclosed.
- The play structures will be very discreetly/neutrally colored in forest green, burgundy and beige.
- *All Recreation of Virginia, Inc* has the strongest warranty in the industry and their portfolio of past clients includes public parks and schools throughout the area.
- There will be a path with a ramp leading to the 2-5 year old playstructure entrance which will then continue onto the new upper viewing area.

Motion #1- New play structure

Moved that:

For the calendar year 2019:

To approve the playground proposal by *All Recreation of Virginia, Inc*, as presented by Michael Kessler at a cost of \$59,633.

The board members agreed that signage regarding age requirements and general liability of parents and children using the play structures should be conspicuously posted nearby.

Signage

Josette will have the following signs made for the 2019 season:

- “Class in Session” (for the Mermaids)
- “Circle Swimming” (for the lap lanes)
- Specific playground rules
- Specific viewing area rules
- Specific pool rules

Grounds Updates - Michael Kessler

- The heater and air conditioner in the elevator are repaired.
 - Elizabeth will contact the new elevator repair company to set up a service agreement and help with existing repairs that current company is unable to complete.
- The carpenter repaired the roof trusses
- The irrigation system in the viewing area has been installed, along with a ¾” NSF-rated for potable water line to the upper pavilion in case needed for future use.
- Michael will connect with Carl from *Shary’s Plumbing* to provide a stamped/certified plan to WSSC of what the plumbing company deems acceptable for the pool heater.

2019 Dues information

- The dues mailing will go out the week of 1/7/19
- The dues and fees will remain the same as in 2018
 - \$100 late fee on or after 3/1 and process of selling membership because of lateness in paying dues remains as stated in the bylaws
 - \$3,000 for new memberships
 - \$50 application fee
 - \$25 returned check fee
 - Transfer of membership to be paid by the buyer and the seller equally

2019 Pool operating hours

The pool will open on 4/27/19 and close on 10/6/19

The pools operating hours are as follows:

Pre-season 4/27/19 – 5/17/19

- Weekdays Early Bird: 6:30 am – 8:30 am

- Monday – Thursday 4:00 pm – 8:00 pm
- Friday and Saturday 10:00 am – 9:00 pm
- Sunday 10:00 am – 8:00 pm

Pre-season 5/18/19 – 6/13/19 (swim team begins practice on 5/20/19)

- Weekdays Early Bird: 6:30 am – 8:30 am
- Monday – Thursday 2:00 pm – 8:00 pm
- Friday and Saturday 10:00 am – 9:00 pm
- Sunday 10:00 am – 8:00 pm

Regular season 6/14/19 – 9/2/19

- Monday – Sunday 10a – 9p

Post-season 9/3/19 – 10/6/19

- Weekdays Early Bird: 6:30 am – 8:30 am
- Daily 10:00 am – 9:00 pm
- Friday and Saturday 10:00 am – 9:00 pm
- Sunday 10:00 am – 8:00 pm

Post season 9/3/19 – 10/6/19

- Weekdays early bird 6:30 am – 8:30 am
- Monday – Thursday 4:00 pm – 8:00 pm
- Friday and Saturday 10:00 am – 9:00 pm
- Sunday 10:00 am – 8:00 pm

The diving well will be reserved for the exclusive use of the Mermaids during the first hour when the pool is in use. For the last 15 minutes of the hour, the Mermaids will share space in the shallow end of the pool with the general membership.

Establishment of committees to work on relevant pool issues

The board will establish the following 3 committees in 2019. Each committee will be composed of at least 2 Mohican Swim Club members and a representative from the board.

- Rules Committee – Francesca Grifo, Mohican member; Josette Skilling, board representative
 - This committee will work on codifying all of the club's rules and making sure the members and general public are aware of them.
- Bylaws Committee – looking for 2 Mohican members; Michael Kessler, board representative
 - This committee will examine the club's bylaws and assess the need to clarify or add more.

- Year-Round Community and Bathhouse Upgrades Exploration Committee – looking for 2 Mohican members; Lisa Owen, board representative
 - This committee will assess if the greater Mohican community wishes to explore adding on a third floor to the pool house and using the club year-round.
 - This committee will also explore whether or not enough members would like to upgrade the club house's bathrooms including replacing the existing floors with tile, upgrading the Formica counters where the sinks are installed, "sprucing up" the bathrooms.

Meeting adjourned at 4:26pm.

Schedule of Standard Motions – 2019
Approved by the Board of Directors (12/1/2018)

- Motion No. 1 - Dues Mailing Content and Deadlines**
- Motion No. 2 – Share Price**
- Motion No. 3 – Guest Policies**
- Motion No. 4 - Inactive Fees**
- Motion No. 5 – Senior Citizen Privilege Fees**
- Motion No. 6 - Pool Operating Dates and Hours**
- Motion No. 7 - Tentative Schedule for Member Events and Adult Parties**
- Motion No. 8 - Tentative Schedule for Raft Nights**
- Motion No. 9 - Swim & Dive Team Reps**
- Motion No. 10 - Board Meeting Schedule**
- Motion No. 11 – Members of the Board**
- Motion No. 12 - Returned Check Charge**
- Motion No. 13 – Extended Season Payments**
- Motion No. 14 – Application Fee**
- Motion No. 15 – Fee Schedule**
- Motion No. 16 - Snack Bar**
- Motion No. 17 - Build a Reserve Fund**
- Motion No. 18 - Payment Authorization Limit for Treasurer and President**

Motion No. 1 - Dues Mailing Content and Deadlines

Moved that for the calendar year 2019:

Approved 12/1/2019

Pursuant to the bylaws:

1. The annual dues mailing will be sent to members and associates on or before January 7, 2019. Email will be the primary method for delivering the 2019 dues notices.
2. The deadline for dues payments will be March 1, 2019.
3. The Membership Chair and Membership Secretary will make reasonable and diligent efforts to contact members who have not paid their annual dues by the deadline.
4. The Fee Schedule sets forth Late Fees that will apply to annual dues paid after 11:59pm on March 1, 2019. Members and associates will be directed to include the late fee if their payments are delinquent. Member will not be granted access to the pool or tennis courts until all late fees have been paid.
5. Notice of termination of membership or associate status will be sent by registered mail to members who have not paid their annual dues in full plus all appropriate late fees by April 1, 2019. Such termination will become effective as of 5:00pm Eastern Standard Time on April 15, 2019 if dues and membership reinstatement fees are not received before that time.
6. The Membership Chair shall have the power, upon his or her discretion, to waive late fees for members or associates who are out of town, who are sick, or who present evidence of other legitimate hardships provided the member has made such request of the Membership Chair prior to the March 1, 2019 deadline.
The Membership Chair shall have the sole discretion to extend the termination date of any delinquent member who has presented a reasonable explanation for such delinquency. The Membership Chair and the President will have the authority to make installment payment arrangements with any member who makes such request based upon financial hardship; in such cases final installments should be received before the opening of the pool, 2019.
7. The club will require members to pay annual dues through an online payment system or to make alternate arrangements as detailed in the dues notice. The Membership Secretary will send one or more notices to members providing details for online payment.
8. Information for the upcoming season, including schedule of activities, roster of current Board members, and updated Rules and Regulations will be posted on the Mohican Swimming Club website no later than 5 days after the dues notice are sent.
10. Members who plan to sell their membership must submit their form to the Membership Chair by February 1, 2019.
11. All payments to members who are selling their memberships will be made when the new member has paid their fee into the pool.
12. A waiver will be signed by every member each year.

Motion No. 2 – Share Price

Moved that for the calendar year 2019:

Approved 12/1/2018

The price for a new member to purchase a membership interest in the club will be as set in the fee schedule.

Members will be refunded for their memberships at the current rate as set in the fee schedule.

They will be paid once the new member has paid their offer of membership fee.

Motion No. 3 – Guest Policies

Moved that for the calendar year 2019:

Approved 11/10/2018

1) Daily Guests – Members may bring Daily Guests to the club subject to the Rules and Regulations. The Daily Guest Fees are set forth in the Fee Schedule. As specified in the Rules & Regulations, a "visit" shall extend from the time the guest is registered by the host member until the Pool closes that day. Daily Guest Passes may be purchased online or at the front desk. No cash is accepted at the front desk. All payments are entered onto the member's account.

2) Guest fees are charged to all entrants regardless of age.

3) The following rules and restrictions apply to the Senior Guest Passes:

- Participants need not be accompanied by an active or associate member, and may bring his or her own guests to the pool by purchasing a regular guest pass.
- Eligibility is subject to the same household and residence restrictions as apply to other members.
- Seniors are allowed a.m. entry into the pool without guest pass usage for themselves.
- Seniors entering the pool in the p.m. hours will be charged a guest pass for that entry.
- A Senior member can participate in early bird swim, mermaids, masters swimming, water polo, and parties at Mohican with no guest pass.

4) Guest fees for guests of current Board members are waived. In order to accommodate that, Board members will receive 20 guest passes in their account for each year of service.

Motion No. 4 - Inactive Fees

Moved that for the calendar year 2019:

Approved 12/1/2018

1) The club will grant inactive status to members who demonstrate a good reason for electing such status. The Inactive Fee is set forth in the Fee Schedule.

Motion No. 5 – Senior Citizen Privilege Fees

Moved that for the calendar year 2019:

Approved 11/10/2018

1) The club will allow senior members to be admitted for free in the am hours of the pool operation for the fee set forth in the fee schedule. They will be required to use a guest pass for entry in the pm hours of the pool operation.

For any guests they bring to the pool, the regular guest pass policy will apply.

Motion No. 6 - Pool Operating Dates and Hours

Moved that for the calendar year 2019:

Approved 12/1/2018

1) The Pool will open for the season at noon on Saturday, April 27, 2019. Hours that it will be open for members use are as follows:

a. Pre Season:

From Saturday, April 27, 2019 through Friday, May 17

- Weekdays Early Bird: 6:30 am – 8:30 am
- Monday - Thursday 4:00 pm to 8:00 pm
- Friday and Saturday 10:00 - 9:00
- Sunday - 10:00 - 8:00 pm

b: Pre Season (once school ends)

From Saturday, May 18 - Thursday, June 13

- Weekdays Early Bird: 6:30 - 8:30 am
- Monday - Thursday 2:00 - 8:00 pm
- Friday and Saturday 10:00 - 9:00
- Sunday - 10:00 - 8:00 pm

c: Regular Season:

From Friday, June 14 through Monday, September 2

- Weekdays Early Bird: 6:30 am – 8:30 am
- Daily: 10:00 am – 9:00 pm
- Friday and Saturday 10:00 - 9:00
- Sunday - 10:00 - 8:00 pm

d: Post Season:

c. From Tuesday, September 3 through Saturday, October 6, 2019

- Weekdays Early Bird: 6:30 am – 8:30 am
- Monday - Thursday 4:00 pm to 8:00 pm
- Friday and Saturday 10:00 - 9:00
- Sunday - 10:00 - 8:00 pm

2) The pool will close for the season at 6:00 pm on Sunday, October 6, 2019.

3) Early Bird Swim is for lap swimming only and only those aged 16 and older will be admitted.

4) Special pool opening and closing times (for swim meets, adult parties, etc.) will be communicated to members through the list-serv, club website and bulletin board postings.

5) All members of the pool will need to share the facilities at all times.

Motion No. 7 - Tentative Schedule for Member Events and Adult Parties

Moved that for the calendar year 2019:

Approved 12/1/2018

1) The Board tentatively schedules events for the following dates:

- a. Saturday, May 18, 2019 - Opening Party
- b. Saturday, June 22, 2019 - Adult Party
- c. Thursday, July 4, 2019 - Crabfest
- c. Saturday, September 28, 2019 – Closing Party & Annual Meeting

2) The pool may be closed early at the pool manager's discretion to accommodate the Adult Parties. In such instances, notice will be provided at least 48 hours in advance via the list-serv, club website and bulletin board

Motion No. 8 - Tentative Schedule for Raft Nights
Moved that for the calendar year 2019:

Approved 12/1/2018

1) Schedule for 2019:

- Thursday, June 13, 2019 – 7:00 pm to 8:00 pm
- Thursday, June 27, 2019 – 7:00 pm to 8:00 pm
- Thursday, July 11, 2019 – 7:00 pm to 8:00 pm
- Thursday, July 25, 2019 – 7:00 pm to 8:00 pm
- Thursday, August 8, 2019 – 7:00 pm to 8:00 pm
- Thursday, August 22, 2019 – 7:00 pm to 8:00 pm

Motion No. 9 - Swim & Dive Team Reps

Moved that for the calendar year 2019:

1) The Board appoints the following individuals as Mohican Pool's representatives to the Montgomery County Swim League:

- Sally McCarthy
- Elizabeth Redisch

2) The Board appoints the following individuals as Little Falls Swimming Club's representatives to the Montgomery County Dive League:

- Mina Lee
- Alisha O'Halloran

Motion No. 10 - Board Meeting Schedule

Moved for the calendar year 2019:

1) The Board will meet on the first Saturday of every month at 4:00 p.m.

- For the months of January, February, March, November and December the meetings will be held at an indoor location.
- For the months of April, May, June, July, August, September, and October the meetings will be held at the pool.

2) These dates can be adjusted at the Board’s discretion.

Month	Date	Location:
January	January 5 th	TBD
February	February 2nd	TBD
March	March 2nd	TBD
April	April 6th	Pool
May	May 4th	Pool
June	June 1st	Pool
July	July 6th	Pool
August	August 3rd	Pool
September	September 7th	Pool
October	October 5th	Pool
November	November 2nd	TBD
December	December 7th	TBD
New Member Slate Due to Board	August 15	
Annual Meeting	Between September 1-21	
Budget Due to Members	November 1	

**Motion No. 11 – Members of the Board
Approved at Annual Meeting - 10/6/2018
Moved that for the calendar year 2019:**

1) The club's officers are:

Office:	Name:	Elected in Year:
President	Rick Hall	2018
Treasurer	Josette Skilling	2018
VP, Pool	Lisa Owen	2018
VP, Activities	Shane Moore	2018
VP, Buildings	Elizabeth Redisch	2018
VP, Grounds	Michael Kessler	2018
Secretary	Elena Naum	2018
Director	Dani Johnson	2017
Director	Mark Eisel	2017
Director	Tracey Robison	2017
Director	Vin DeSomma	2018
Director	Katie Blot	2018
Director	Catharina Ford/Eluned Schweitzer	2018

Motion No. 12 - Returned Check Charge

Moved that for the calendar year 2019:

Approved 12/1/2018

1) The Club shall assess a Returned Check Fee as set forth in the Fee Schedule on any member or other payer whose check is returned by the payer's bank for insufficient funds, stop payment, or any other reason.

Motion No. 13 – Extended Season Payments

Approved 10/13/2018

Moved that for the calendar year 2019:

The club will continue to remain open from April through October and extend swim privileges to both Bannockburn and Little Falls for the periods of April 29- May 31 and September 1 through October 7. Payments from both pools will be increased to \$4000.

Non members of Mohican will not be allowed to bring in guests or book parties on the facilities.

Motion No. 14 – Application Fee

Moved that for the calendar year 2019:

Approved 12/1/2018

- 1) The Application Fee is set forth in the Fee Schedule must be paid at the time of a candidate's application for membership.
- 2) The application fee is one-time, non-refundable fee paid to the club to process the application, maintain the candidate's status on the club's waiting list, and provide periodic updates to the candidate about waiting list status.
- 3) The Membership Chair will provide all applicants on the waiting list with an annual status update, as soon as practical, following the admission of new members.

Motion No. 15– Fee Schedule

Approved 10/13/2018

Moved that for the calendar year 2019:

Approved 12/1/2018

1) The following Fee Schedule will apply:

Product:	Fee:
Weekday Guest Pass	\$5
Weekend Guest Pass	\$10
Full - Active Base Membership	\$375
Full - Active Adult	\$125
Full - Active Child/Nanny	\$100
Full - Senior	\$75
Full - Inactive	\$0
Temporary Full Summer Base	\$825
Temporary Full Summer Adult	\$125
Temporary Full Summer Child/Nanny	\$100
Temporary Late Summer Only	\$400
Assessment	\$200
Returned Check Charge	\$25
Application Fee	\$50
Offer of New Membership	\$3000
Transfer of Membership Fee - Paid by Buyer	\$1200
Reserve Fee:	\$25,000
Late Fee:	
<i>On or after Mar 1</i>	\$100
<i>On or after April 1</i>	\$250
<i>On or after April 15</i>	Membership Revoked

Motion No. 16 - Snack Bar
Approved 10/13/2018

In order to provide more healthy options for the membership, it is suggested that we pilot for the 2019 season a solution where the snack bar inventory is maintained by the Club and we pay a fee of \$2000 to Teri Tomlin to manage the snack bar for the year.

We will be able to add all of the charges for the snack bar to the point of sale system and manage a "no cash" snack bar through the season.

For the other two pools, we will still have to take cash and place it in the safe each night. The treasurer will pick up that cash on a weekly basis during the extended seasons.

A new refrigerator will be purchased to allow for healthy options from a local deli to be brought in and sold on premise.

A new freezer will be purchased to store ice cream.

We will use Instacart to deliver from Costco those items which are sold in the snack bar. The items will be stored in the downstairs storage room and all items will be shared equally by the concessions teams as well as the snack bar. Only the snack bar will sell items from the local deli.

The snack bar will continue to be open during all of the hours of the pool.

There will be a supply of snacks which are purchased directly for the guards.

An inventory management system will be put in place.

Motion No. 17 - Build a Reserve Fund

In order to build an ongoing reserve fund, it is moved that we create a line item in the budget annually to set aside an amount as set forth in the schedule of fees.

Motion No. 18 - Limits of Spending Authority on Treasurer and President

The treasurer and/or president of the Club shall not spend above \$20,000 without prior approval by the Board.