

Middlesex Club Board Minutes – February 12, 2020

Directors attending (14): Sean McCarthy; Lisa Cruikshank; Jay Baum; Justin Byczek; Katie Briggs; Rob Steeves; Kim Adams; Rosemary Jordan; Courtney Darby; Alison Firgeleski; Kim O'Brien; Lindsay Warnke; Sallie Schmidt; Thomas Cerussi;

Directors Not Attending (1) Gerrit Veeder

General Counsel: Andrew Reardon

Management: Tad Keating in attendance

Minutes: Approved the January 27, 2020

Presidents Notes:

- Motion made to approve and second the minutes to be updated in regards to Thomas Cerussi as Member at Large.
- Job Descriptions should be submitted to Lisa if you haven't already. This will give guidance to future Board members or those interested in positions to have a better understanding of what is expected and involved in the job.
- Sean will be sitting down with all committee chair heads as a touch base to learn about their specific rolls and that everyone is on the same page.
- Next step will be to have a budget meeting with each group- last year committee heads came up with a budget and we will be reviewing it for this summer and making changes where necessary. Idea is to give more flexibility to committee on how they spend their money within the budget.
- Each group gets a budget then approved by Board- come to March 18th meeting with budget numbers to discuss with Sean.
- Sean will be sitting down with Tad, Jim, Marj, Sarah, Claire and Village Table to introduce himself and see if they have any questions or concerns before summer. Lisa will continue to be the primary contact.

Manager's Report:

- Quiet around the Club and have had a few successful clubhouse rentals.
- Reached out to staff from last year to see who is coming back this summer and waiting to hear back from everyone.
- Anyone that wants wood from the 3 trees that we cut down or has a big truck can contact Sean or Tad to make arrangements to pick up wood for free. Wanted \$1700 to take it away and we would rather have members come get some wood if they want it.

Treasurer's Report:

- Sent updated reports and biggest change is initiation fees are less because not as many resigned in October this past year.
- Reminder to send in your committee job description to Lisa and let her know if you need her to send you the current job description to review and make changes. She is working to put together a rough draft to be finalized and approved.
- Asking for a small budget request \$1500 approval to update Kelly's computer in Accounting which needs to be updated to work on the books.
- Met with Village Table and trying to get an app up and running for this summer. Working thru the process to find the best app that will work with our systems, currently testing with Toast and Cohesive. Members have complained that the bills were not accurate so hoping the App will be more convenient to catch errors and more efficient when ordering food.
- Make sure all new employees have updated forms and all paperwork is submitted.

Committee Reports:

Strategic Planning Committee

- Committee has had 2 meetings so far and sent out the Club survey as of 2 days ago and had 91 responses. Please encourage everyone to fill it out.
- Goal is to get 50% return rate on the survey by March meeting. We appreciate the comments and results which will help put feedback together when planning priorities for the club in the future.

House and Grounds

- Received quote for the outdoor furniture and need to discuss with Board and previously approved \$25K to do half the patio furniture. If need more \$ need Board to approve additional spending.
- Finalizing quotes on the bathroom renovations- will have samples to show board and confirmed that survey results will not affect the bathroom project. This renovation was previously approved for \$8K so the bathroom will not be affected.
- Planning on doing a "walk through" with Sean and Tad at the end of March in order to make a list of what upkeep is needed before opening the season.
- Will contact Laura at Village Table this month to discuss equipment needs for the snack bar.

Communications

- Currently reviewing possible replacements for the current POS system. Narrowed the search down to one vendor and waiting on pricing to see if it's within the budget for 2020 season. Hoping to have a decision by months end.
- Reviewed all current registration platforms and all seem to be set for the upcoming season.
- Communications/IT Job description has been submitted.
- Will be reaching out to all chairs by the end of the month to discuss the content updates for the Middlesex.org site and their specific areas.
- Handbook updates will be due before the end of March, date is TBD, but an email will go out discussing what is needed and what was used last year.
- Annual Report email blast sent to all chairs in the next months to update content for the 2020 blast with due dates etc.
- Prepping for club opening with IT service vendor (updating/upgrading machines etc) in the next few months.

Membership

- Currently there are 42 families on the waitlist.
- There are 6 new applications within the 30 day wait period bringing the total number to 48.
- Working on creating a list and reaching out to members (particularly with younger children) who may be able to tap into underrepresented potential new members. Feedback welcome from the Board or Membership for new ideas to entice new members.
- Need to firm up date for the Member Guest BBQ.

Tennis

- Interviewing potential Assistant Tennis Pros for this upcoming season.
- Reviewing the overall tennis program offered for each group, Men's, Women's and Juniors.
- Meeting with Jim Lipinski, Tennis Director, to discuss and review the upcoming season.
- Discussing new fee structures for the Men's Program.
- Discussing routine maintenance issues
- Preliminary budget discussions
- Discussions with the Junior Coordinators in connection with junior programs.
- Meeting with Club President to discuss the overall tennis program.

Aquatics

- In the process of putting together staffing for 2020 season.
- Returning assistant swim coaches: Kelsey Vrooman, Lauren Picard and Olive Golden.
- Need to hire 2 new assistant swim coaches- Marj is working on this and specifically looking for one male coach.
- Walter Kress and Lauren Picard will return as Water Polo coaches.
- Julia Servas will return as a dive coach- and Matt Mintz confirmed he was not coming back so Aquatics will be posting this position on the website.
- Once the staff is in place we will be working on salaries and contracts.
- The meet/match schedule as well as practice and calendar of aquatics social events is finalized. We will be sending out to membership this week.
- Looking to do an information meeting for new members in early April for Kids programs and combine with Tennis and Camp.
- Next up: meeting with Lisa regarding the budget, making sure website gets updated accordingly and gearing up for Aquatics registration to go live in April.

Camp

- Camp registration opened on Monday, Feb 10 same fees as 2019.
- 165 registrations so far which is great (81 senior, 76 junior and 8 peewee).
- Currently scheduled for June 17-July 31, but may add Aug 3-7 due to late DPS start (August 31).
- Updated MSX website with 2020 information and Sarah is working on specials and interviewing.
- If anyone knows any non-members interested in being a counselor please reach out to Sarah.
- Last week of July discussed opening it up to August members.
- Discussed new member information meeting with Aquatics for April TBD.

Paddle

- Paddle season is winding down. Men's league play ended this past week and the Ladies ends in the coming weeks.
- End of year tournament Men's Member/Member is 3/21 and Ladies Member/ Guest is 3/28.
- Nationals will be using courts on 3/6-3/8.
- Last first Friday was on 2/7 and we had a strong turnout.
- Biggest off-season priority is to get Claire a new assistant pro with Gafur leaving. She has been piecing it together since he left but we need consistency across the Ladies, Men's Saturday and JR clinics.

Social

- Social is looking for a replacement for next year. Ideally, they want someone to start this summer to work alongside Alison and help with planning events which will make the transition smooth.
- Working on social dates and will have them at next meeting in March.
- Discussed and wanted to get Boards input on combining kick-off party and Summer Party and having one in early June. July summer party is very expensive to throw for sit down dinner and attendance has only been around 100 past two years. Seems like July is hard due to vacations and sports tournaments. May consider moving to heavy apps vs sit down if we keep the party.

General Information:

Unfinished Business from 2019:

- Typically spend 30-40K a year on big projects around Club.
- In 2019 no big projects were done, so we have money from 2019 and 2020 in budget to upgrade all pool furniture this summer.
- Pool furniture quote to do all was 57K which includes:
 - 75 chaise lounge chairs, 15 small cocktail tables, 10 pool chairs and 30 tilt umbrellas. This quote is not including patio furniture tables and chairs by snack bar. Will get quotes to paint tables to match if in the budget. However, painting them may not be worth the work and cost and we will need to wait to replace until next summer.
- Need to look at picnic tables and see if they can be sanded and refinished to update them. New picnic tables are around \$800 a table from Walpole Outdoors in Westport.
- Current feedback from survey is furniture is tired and members want new furniture which makes a strong first impression when you first come in.

New Business-

- Motion was made and approved for the increase of 25K to 65K for pool furniture- this would be to replace all furniture around the pool deck.
- Motion was made and approved for Lisa's request of \$1500 to upgrade Kelly's computer in Accounting.

Executive Session 8:45pm-8:48pm

Next Board Meeting: April TBD