

Middlesex Club Board Minutes – March 18, 2020
(Conference Call due to Covid-19)

Directors attending (16): 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; Gerrit Veeder; Meghan Muldoon

Directors Not Attending (0)

General Counsel: Andrew Reardon

Management: Tad Keating in attendance

Minutes: Approved the February 12, 2020

Presidents Notes:

- Motion made to approve and second the minutes from Feb 12-approved.
- Thank you to all who attended our impromptu call regarding COVID-19 and how we are going to handle everything going forward as a club.
- President feels confident MSX Club has made the right decision to close clubhouse but paddle courts and playground are still open. Cleaners still doing a deep weekly cleaning of the clubhouse to stay on top of it.
- Will stay in-line with what the town is doing and will make changes based on what the town starts to implement. Don't need to have a group call but will agree to make a decision as needed.
- Board member brought up that town is closing the playgrounds so we agreed as a Board we should also now close the playgrounds and send out a blast.
- Reality is that COVID-19 may still be going on this summer, chairs need to start thinking about summer if club doesn't open until July 1st.
- Wednesdays is best day for Board meetings based on the survey so set the following Board meeting dates for the rest of the year 4/15, 5/13, 6/10, 7/8, 8/12, 9/9, 10/7, 11/11 and 12/2.
- Looking to tighten the reigns from 2019 budget and will plan to sit down with all chairs to tighten budget and get it approved.
- Job Descriptions are almost done, please send to Lisa if you haven't already.

Manager's Report:

- 95% of staff will be returning from last summer- they are all excited and ready to go.
- Some are home now so looking for direction from Board when we can get in to start opening.
- Will speak to Putnam Tennis when they can open courts-usually end of April- plan to get them open ASAP.

- Board member mentioned a racoon out by tennis hut and Tad will call animal control and remove if necessary.
- Tad looking at Lester's list- Sallie had some questions and will prioritize grounds to-do list.

Treasurer's Report:

- Sent Report out to Board to review and not much difference from last month- the main point was the \$100K difference is due to less initiation fees.
- We gave Seasons Too ½ deposit down for the pool furniture.
- Need to look at staff contracts for the summer and review- if club opens later will need to prorate their contracts.
- POS season need to start getting it set up regardless of when we open- if you have your program fees send to Lisa to get set up.
- If anyone needs a copy of budget from last year to work on it for this year let Lisa know and she will send you a copy.

Committee Reports:

Strategic Planning Committee

- Great feedback from survey results-putting it all together and next steps are to outline short and long term plans.
- Focus will be raising money to do some of the projects and ask membership how we can get there and what people can handle financially.
- 62% response rate for the survey which is great and feedback was very beneficial.
- President commented that he appreciates all the hard work from the Strategic Planning Committee and asks if they can send to Board raw data feedback that came from results- re-doing the clubhouse was consistently the #1 comment.

House and Grounds

- Sent Lisa the House and Grounds description.
- Ordered the Telescope furniture from Seasons Too. It will be delivered around May 11 and Tad will have a crew there to help unload.
- Bathroom Renovation- fixtures were ordered from Waterware and we chose Miguel, who was recommended, to do the renovation. Looking to start April 10th. Should take 2 weeks and Tad will make sure the locker room bathrooms are open.
- Tad is getting quotes for power washing and painting throughout the facilities, including specific trim in the locker rooms, the back windows, the paddle deck fencing and the tennis Pavilion bathrooms.
- The kitchen will be heavily cleaned prior to opening.

- The tennis screens need to be replaced and cost is \$3500.00 to replace all of them. Current ones are in terrible shape-sent photos to Board- should be considered maintenance not an upgrade.
- Two tennis poles need to be replaced \$1000 each in order for us to have 8 functional courts this summer. More should be done but we need to have two.
- Waiting for a return call from the Mason regarding the flagstone leveling in front of the Club House and the two spots at the Tennis area.
- Need to replace the Green tennis bench and cost is \$200 plus tax.
- Need to discuss tennis hitting wall options- cost was \$6000 to fix and don't feel we need to spend the money on the wall but rather paint for this year.
- Tad handles all pool opening this is not handled under House and Grounds.

IT/Communications

- Currently waiting for Handbook updates from some chairs. Deadline is still end of month.
- Still working through possible POS upgrade for snack bar- more mobile friendly.
- Working with Jay to keep the paddle courts visible on the reservations site as we open up the tennis courts. May be a slight cost increase to do that.
- Virtual meeting with CMIT about club opening this week and making sure all machines and other IT items area ready for launch.
- April 1st addition and subtraction of members to take place end of month in the club database etc.

Membership

- Wrapping up the April 1st membership cycle when all checks are in, we will have 46 families on waitlist, 3 in the 30 days wait period, making it 49 in total.
- Langan, Procopian and Raben families applied for membership.
- 20 August memberships have been offered to families on the waitlist- Dates of August privileges are Saturday, August 1- Monday, August 31.
- 10 have accepted and 2 declined and waiting to hear back from 8 families.
- Proposal for Board to have a MSX Open House for perspective members. The goal is to have them see the club when it is active in the summer with members. Proposed date is July 19th 3:30-5:30 and would be a RSVP event with appetizers and drinks. Families welcome and would be run by Membership not Social. Will be available to do tours and answer questions.
- Proposed a waitlist Summer Fun day in late July from 12-6 to keep people interested in the club while waiting for membership. Can use cash at the snack bar and access pool, playground and tennis courts. Looking for feedback from Board.

Tennis

- Tennis has been finalizing information sheets rather than tennis booklets for juniors, women, men's and events.
- Jim is updating tennis bookings with new information. Created a new juniors team schedule to accommodate MSX day camp and later camps. Planning for some fun new events and mini-tournaments.
- Finalizing a new fee structure for men's tennis programs.
- Fairfield County Tennis League has postponed their annual meeting scheduled for April 3rd but have indicated league play will start the week of May 13. Discussed the potential impact of elimination of this season. We have a number of members in the high-risk category playing for MSX.
- We are still looking for a host family for one pro and Ilya is currently here with his host family.
- Similar to paddle, Jim would like to offer spaces in the August tennis programs to non-members. We suggest making this an option Mon-Friday on two lesson courts/unfilled junior programs. Should be consistent between paddle and tennis.
- Busy reviewing the maintenance needs for tennis. At this point main priorities are new tennis screens and two poles need to be replaced.

Aquatics

- Moving forward business as usual with hiring staff.
- Currently have one spot open which is for a Head Diving Coach. Have a phone interview with a potential candidate this week- he is a former DHS school diver and currently dives at Yale.
- Joe Somma, who is the diving expert in the area, and has just been hired as the new diving coach for DHS, is interested in helping us grow our program since we are the main feeders to DHS. In the process of designing a possible "Director of Diving" and discussing salary options with Lisa. This would be a huge win for MSX.
- Aquatics is working with Lisa on finalizing all staff salaries and contracts. We will present salaries with the caveat they are subject to change based on the current situation with COVID-19.
- We had a junior programs information session for aquatics, tennis and camp set up for 3/25 which will need to be postponed due to COVID-19.
- Planning to open registration mid-April.

Camp

- Need to update camp start date when school information is determined.
- Looking to add a session for the first week of August.
- Sarah has signed her 1 year contract.
- Sarah has hired 3 female counselors and 3 male counselors so far. Working on 2 more.

- Working on moving June specials to July and renewing State License ASAP.

Paddle

- All Club paddle activities have been cancelled indefinitely and clubhouse is locked -activities included-
Men's Member Guest 3/21
Ladies Member Guest 3/26
Men's Saturday Clinics (last one scheduled for 3/14)
Men's Thursday Night Scrambles
Ladies Monday night make up clinics
Junior Clinics
Men's end of the year party/banner hanging
- Season came to abrupt ending and we will try to make up missed events when and if it is possible.
- Difficult for Claire since losing revenue from clinics and she understands this and will do make ups where possible
- Since we hosted Nationals, Reilly company came and inspected our courts and did some tuning to make sure it was top quality, this was free of charge.
- Working with Gerrit to keep paddle courts visible on the reservation site as we open up the tennis courts. Likely a small incremental cost to do it.

Social

- Social planning is underway for summer.
- Cancelled the wine and cheese that was planned for new members (women) to discuss social and recruiting some new volunteers.
- Removed the July social party and looking to combine game night and end of summer party-less expensive but still tent, tables, DJ, Dance etc looking for feedback from Board.
- See attached notes for Social calendar which will all depend on opening. First up is the Summer Kick-off Party scheduled for May 16.

General Information:

Unfinished Business from 2019:

New Business-

- POS snack bar upgrade is \$3500 for year 1 which will be more efficient for ordering food from an app. This system can adapt for tennis in the future but don't want to change over both areas until we know it works. Cost is \$100 a month in year 2 to maintain the system. Will continue to take tabs from other clubs since we can't use this system for other clubs. System is flexible to go with any vendor should Laura decide to leave after her 3 year contract.
- Grounds updates for club openings which is around \$8600.00 a season. Need to prioritize between tennis and Lester's list to see what we can get done.

Lester's list cost (\$8850.00) and tennis screens (\$3500.00) new tennis bench-broken (\$200) and 2 tennis poles (\$2000.00). Eventually, all 16 poles need to be replaced but for now 2 poles are necessary. Can't do half of the tennis screens since they will look bad if not all the same. Total for tennis is \$5700.00. Lisa will check if considered a maintenance item vs tennis expense.

- **Update from Lisa after meeting: Tennis screens and Tennis Poles since they are replacements (new) and not repairs and are considered CapEx. The new tennis bench would be classified as furniture.**
- Membership proposed having an Open House mid-July Sunday 3-5 and have light apps and drinks, casual and kid friendly to show ppl the club when busy- asking for \$400 budget to have this party. Board approved giving membership a small budget going forward to plan for new members.
- Board motioned opening cost for tennis expenses and painting to spend \$10,000 up to \$12,000 motion was approved and seconded.
- Board motioned to spend \$3500.00 on POS upgrade for this year which was approved and seconded.

Executive Session 9:19-9:23

Next Board Meeting: April 15, 2020 at 7:30 Zoom Call