

Middlesex Club Board Minutes –February 10, 2021

7:30-10:27pm EST via Zoom Call

Directors Attending (15)

1. Sean McCarthy
2. Lisa Cruikshank
3. Jason Perez
4. Ruby Huang
5. Jay Baum
6. Joan Carlo
7. Kim O'Brien
8. Bea Repking
9. Courtney Darby
10. Robert Steeves
11. Katie Briggs
12. Gerrit Veeder
13. Lindsay Warnke
14. Sallie Schmidt
15. Thomas Benevento

Directors Not Attending (0)

Non-Board Officers Attending (2)

1. Tennis-Shannon Fitzgerald
2. Aquatics-Jodie Scozzafava

General Counsel ("GC"): Andrew Reardon in attendance

Management: Tad Keating in attendance

Minutes: Approved January 13, 2021 minutes

President's Notes

- Received and appreciate feedback from members
- Board members are/should continue to be advocates of our safety rules
- Thanked Tad and his staff for keeping facilities safe through inclement weather
- Social events will be planned by committee chairs for their events (e.g. paddle chairs plan paddle social events, etc) and collectively as a board for general member events. Volunteers to assist are always welcome

Treasurer's Report:

- Will need each of the program chairs to complete and email to Treasurer their Budget Request form by the next Board meeting in March
- Will need each program chair to outline the programs being offered and fees by program by the end of March so the POS can get set up and ensure smooth processing

- Reviewed Middlesex Club Balance Sheet and Profit & Loss (Long and Short Form) for the period October 2020 through January 2021 (with year-on-year comparisons):
 - Total Assets were up 8.6% due to increase from Initiation Fees and an increase in the value of new furniture
 - Total Income was up 14% as we saw a 78% year-on-year increase in Initiation Fees and a 36% increase in Program (paddle) Revenue
 - Paddle revenue was up 49% year-on-year (\$67k to \$100k). Comprised of increases as follows: Ladies +43%, Juniors +160% and Men's Paddle team fees +22%
 - Expenses were up 6% due to COVID related expenses (e.g. cleaning)
 - Overall Net Income was up 19% from \$286k to \$341k for the period
- Working with former Treasurer to continue transitioning role

Manager's Report:

- Starting to hire summer staff, a lot of returning staff
- Staff trying to keep parking lot and paddle courts safe during inclement weather

General Counsel:

- Reminder to involve GC on any contract renewals

Committee Reports:

House and Grounds

- Working on temporary lighting options to augment illumination for the parking lot
Considerations include: timing of when they go on/off, permits, neighbors, solar options
- Discussing fire pit topic with Paddle Chairs. Consider any required insurance changes
- Compiling a list of maintenance/repairs for the Spring clean-up. Please provide suggestions

Communications/IT

- Not changing MSP this year, will stay with CMIT. Will begin putting together an RFP to change vendors for next year
- Website security updates should be finished this week
- Prepping to re-engage with Omnify for pool registration, will review with safety committee
- Plan to distribute membership directory this year (includes member listing only) and car magnets simultaneously. Full member rules and other updates will be provided on club website

Membership

- Current Waitlist : 52, In 30 Day Wait Period : 6, total : 58

Tennis

- Excited to be working with new/old volunteers on 2021 season
- Regular meetings with tennis director and committee members
- Staff: Head pro secured and Gigi plans to return. We will need pro housing & would love any suggestions

- Juniors: Revising 2021 schedule and plan to do sign ups in early March
- Planning to meet with safety committee
- Pickleball/Wall: In the process of securing estimate and plan to follow up with VP/House & Grounds/Treasurer
- Revising dates for tournaments and social events

Aquatics

- Introduced Jodie Scozzafava
- In the process of putting together our staff for the 2021 season
- Returning assistant swim coaches: TBD
- Marj working on hiring two new assistant swim coaches and water polo coaches
- Joe Somma will return as a head dive coach. He will hire his own staff
- Once the staff is in place, we will be working on salaries and contract
- We are speaking and plan on meeting with the safety committee to discuss what our upcoming season is going to look like
- Shared tentative meet/match schedule as well as practice schedule and calendar of aquatics social events
- Looking to do an informational meeting for new members in April, possibly combine the meeting with Tennis/Camp

Camp

- Current OEC guidelines are 14 children per camp/tent (not including staff)
- Requests include: 1 additional tent to help with social distancing, walkie-talkies for staff/counselors, handheld sanitizer sprays to clean surfaces
- Held Zoom meeting with directors and safety committee to discuss initial thoughts on COVID safety topics
- Sarah proposed special pool time dedicated to camp in the mornings before it is open to general membership. Will discuss with safety committee and manager
- Staff: Sarah one-year Director contract, Jessica one-year Assistant Director contract, 2 confirmed counselors from last year, looking for 6 more – Asked for everybody to help with recruiting
- Many new specials under consideration
- Registration will be online by the end of the month. Will be available for informational meeting for new members

Paddle

- Claire's contract is up at the end of August. Jim's contract ends end of season (Labor Day weekend). Will coordinate discussions with Paddle and Tennis Chairs and make recommendations to the board
- With CDC changes, we have updated Paddle/Covid guidelines including more detail, updated info., reminder of guest policy and times
- Reviewed current guidelines and testing requirements for travelers to Affected States
- Men's MM tournament is on 3/27 (using courts at MSX, WB, WW & CCD). Additional details being worked on
- Women's MM tournament is on 3/21 1-5pm (using courts at MSX and WB)

- WB using our courts on 3/6 for Men's MM
- Paul Fowler (end of season FCPTL tournament) using our courts on 3/13
- CCD using our courts on 3/20 for Mixed MM
- Discontinued food delivery and changed policy to BYOB
- General Counsel will research and confirm when lights are required to be shut off

Safety

- Safety Committee established
 - Members: Thomas Benevento, Andrew Reardon, Lisa Cruikshank, Kathleen Burke, Erin Kelleher. Combination of previous members, new members, experienced board members and subject matter experts
- Priorities
 - Update of "COVID-19 Preventative Measures" based on policies and procedures currently in place
 - Shared working list and COVID-19 scenarios and action plans
 - Each scenario will have an associated Action Plan with clear instructions for the Member regarding timing away from MSX
 - These will then be distributed to Membership serve as the baseline for a proactive educational campaign for the club
 - Discuss updated "COVID Preventative Measures" with Chairs for Aquatics, Camp, Tennis and Paddle. Below Committee members will be aligned with each Activity Chair
 - Aquatics – Erin Kelleher
 - Camp – Lisa Cruikshank
 - Tennis – Kathleen Burke
 - Paddle – Andrew Reardon

Strategic Planning

- Committee currently comprised of Lisa Cruikshank, Ruby Huang, Ken Schmidt, Bob Conologue, plus 1 TBD. Will bring in subject matter experts over time
- LTP focus this year will be on financials & options to procure funds to address future Club enhancements and big budget items (repairs/replacements per Club survey results)
- Next phase will be how/when to spend funds and will include additional participation

General Information:

Unfinished Business

- President is meeting with Meghan Muldoon this week to continue discussions regarding her role as a non-board officer/third paddle chair
- President will provide update after the meeting

New Business

- Camp chair motioned to ratify the election of Rachel Constatas as a non-board officer/camp chair. The motion was seconded and unanimously approved. Motion was passed
- Aquatics chair motioned to ratify the election of Jodie Scozzafava as a non-board officer/camp chair. The motion was seconded and unanimously approved. Motion was passed

- Per recommendation from GC, Ruby Huang and Beatrice Repking resigned from their Secretary and Aquatics Chair roles, respectively
- Per recommendation from GC, President motioned to ratify the election of Ruby Huang as Secretary to replace Rosemary Jordan and the election of Beatrice Repking as Aquatics Chair to replace Kim Adams. The motions were seconded and unanimously approved. Motion was passed
- Safety committee chair motioned to re-open the MSX playground immediately subject to certain recommendations on re-opening requirements. The motion was seconded and approved by 14 board members and not approved by 1 board member. Motion was passed
- Discussion on voting position of men's and women's paddle chair. The voting position has historically alternated without a direct trend in either direction
- Discussion on how social events will be led this year. President re-iterated his comments from earlier in the board meeting that social events will be planned by committee chairs for their events (e.g. paddle chairs plan paddle social events, etc) and collectively as a board for general member events. Volunteers from the membership will be encouraged to help. Safety committee will be involved to ensure social events comply with safety protocols
- Discussion on social chair's vote in the future if this position is formally reinstated. Current board has 15 voting directors. Chair assignments and voting directors are determined by the board based on needs of club
- Discussed term limits for board members. General Counsel to form by-law committee comprising of Tennis Chair Robert Steeves and other members to review and recommend any modifications to the by-laws, including term limits

Entered Executive Session at approximately 9:48pm and concluded at approximately 10:26pm. Minutes were not taken during this Executive Session.

The non-board officers and manager were asked to rejoin the zoom and the board call resumed at approximately 10:27pm.

The board meeting adjourned at 10:27pm EST