

Wakefield Chapel Recreation Association – Monthly Board Meeting
December 10, 2017
Secretary's home

Meeting Start: 7:04pm

Meeting Stop: 8:31pm

WCRA BOARD in attendance: Dan Heltzel (President), Brian Collins (VP Operations), Brad Otto (Long Range), Katherine Schultz (Membership), Kris Anderson (Secretary), Kyle Durbin (Treasurer), Season Crawford (Social), Courtney Collins (Dive Rep), Martha Murray (Swim Rep)

Members: Tim Chobot

Called to Order: 7:04pm

President's Opening: Danny chaired the meeting, opened the meeting and welcomed attendees.

Secretary:

1. Motion to approve the minutes from the 11.2.17 meeting, seconded, approved unanimously.
2. Motion to approve the minutes from the 11.30.17 Membership meeting, seconded, approved unanimously.
3. Website housekeeping – Secretary will work with Communications to update the Bylaws (per the 11.30.17 meeting/vote), Membership page (new dues amounts), Board page (new contacts and schedule), and to create a new About WCRA page.
4. The next regularly scheduled monthly Board Meeting is currently scheduled for Thursday, January 4th, at 7pm at the Sprague Center, but the first Thursday of the month may be too close the end of prior month for the Treasurer to deliver their required reports. (see Article VIII, Section 4 – “The Treasurer shall prepare and present, at each regular meeting of the Board of Directors, a financial statement of the Corporation’s financial condition as of the last day of the preceding month.”)
 - a. Discussion to move recurring date of the monthly meeting:
 - i. Move to second or third Thursday of the month?
 - ii. Sunday night option?
 - b. Board decided to move the January meeting to Thursday, 1/18 and third Thursday going forward.
 - c. Due to availability of space, the January and February meetings will be held in the library at Wakefield Forest Elementary School and the remaining 2018 meetings will be held at the Sprague Center.

President:

1. Researching the feasibility of an older level of membership, but financially it is a problematic issue while regular Membership is not fully sold out.
 - a. Katherine estimates that 50-70 households would be eligible for a Senior Membership depending on the age used to define the membership level.
 - b. Discussion of the current sales list, with a reminder that Membership bonds are sold in the order in which the sales request is received and the current wait to sell the bond is approximately 18 months.
2. Katherine White has offered to help with community outreach, to connect with and recruit non-member families.

Vice-President for Operations:

1. Minor repairs continue on an ongoing basis.
2. Researching alternatives for the landscaping maintenance crew – it's currently \$350 for bi-weekly work and \$150 for grass cutting; considering recruiting local students to help with small landscaping projects at a more reasonable rate and will look into new options for the larger, ongoing landscaping work.

Director for Long Range Planning:

1. Researching converting the tennis court lights to LED as they will be cheaper to run and quicker to illuminate when powered up.

Director for Membership:

1. Developing a Membership brochure (content and design) for use in mailing, handout at front desk, etc.
 - a. Kris will work with Season on further development with input from Brad and others.
 - b. May also include them in WFES Thursday folders in spring, have volunteers distribute them door to door for new residents, and other recruitment options.
2. In contact with Membership website provider on product offerings and upgrades.
3. Participated in a Pool Membership webinar and learned about a more popular model – eliminating ownership bonds and converting to a one-time initiation fee to join. Recommend the Board consider this option for future discussion.
4. Planning to again email all Temporary members from summer 2017, encouraging them to purchase a bond by March 1.
5. Brad suggested researching the ability for WCRA to accept payment via ACH to eliminate funds lost to Visa/MC processing fees.

Treasurer:

1. Working with Tim Chobot to get accounts transferred and access to all Treasurer tools (quickbooks, bank accounts, online payment services, etc.).
2. Tim will continue to pay bills through the end of December.
3. Working to confirm the WCRA tax identification number (TIN).
4. Would like to request the installation of a secure file cabinet in the pool office, to hold required documents (i.e. 7 years of financial documents) for storage.

Director for Social Activities:

1. Meeting with Melissa Aune to transition Social information.
2. Would like to consider using events to promote the pool to non-members, depending on insurance implications and anticipated crowd size & facility capacity limits.
3. Looking for someone to manage Activities for 2018.

Swim Representative:

1. New lane lines and reel have been delivered!
2. Hired a new head coach – Aubrey May.
3. Moving on to hiring assistant head coaches and lane coaches.

Dive Representative:

1. Will begin hiring process for head coach in February.
2. Continuing in NVSL Dive Division V.
3. Please continue to spread the word to grow the dive team.

Tennis Representative:

1. Danny is looking for a candidate for Tennis Rep and Junior Tennis Rep.

Snack Bar: No report

Old Business:

1. Bookkeeper – Martha has a prospective candidate, Kyle to consider what the best division of labor would be in order to determine scope of work for a bookkeeper.
2. 2018 Budget – in developing the Budget, Kris included \$4,000 for overtime for the 2018 season and would like the Board to consider opening the pool on the Friday of Memorial Day weekend. This would be a lower cost additional opening than the historical September bonus weekend and could be coordinated with a food truck Friday, an open house for prospective members, etc. to kick-off the summer season.

New Business:

1. Season suggests the Board add a volunteer position for Technology to support IT programs – Brian has asked Tim Chobot to serve in this role and Tim has accepted the appointment.

Announcements: None.

Adjournment: 8:31pm