

Wakefield Chapel Recreation Association – Monthly Board Meeting  
Thursday, September 20, 2018  
FCPS Sprague Center

Meeting Start: 7:00pm

Meeting Stop: 8:37pm

**WCRA BOARD in attendance:** Dan Heltzel (President), Brian Collins (VP Operations), Katherine Shultz (Membership), Kris Anderson (Secretary), Kyle Durbin (Treasurer), Season Crawford (Social)

**Members:**

**Called to Order:** 7:00pm

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

**Secretary:**

1. Motion to approve the minutes from the 8.23.18 meeting, Seconded, unanimously Approved.
2. Nominating Committee has been formed and is seeking candidates for the upcoming election
  - a. Nominating Committee is: Melissa Aune, Susie Kleinman, Cara Schmitt, and Katina Scott
  - b. Candidates are sought for:
    - i. VP for Operations, Director for Long-Range, Treasurer, per the Bylaws election cycle
    - ii. Director for Membership to fill remaining year of current term
  - c. They are working to present their proposed slate to the Board via email by Monday, 9/24
3. Scheduling the Annual Meeting
  - a. Notice of the Annual Meeting must be sent to the Membership no more than 30 days in advance (Bylaws, Article V, Section 3 on page 3) of the date.
  - b. Amendments to the Bylaws must be shared at least 25 days (but not more than 50 days) in advance (Bylaws, page 8).
  - c. To hit the gates (at least 25 days but not more than 30 days) some possible dates are:
    - i. Monday, 11/26 – send on/after October 27.
    - ii. Wednesday, 11/7 – send on/after October 8.
    - iii. Monday, 11/12 – send on/after October 13.
    - iv. **Thursday, 11/15 (our already scheduled Board Meeting) – send Newsletter with Nominations & Bylaws Amendments on or after October 15.**
      1. Board consensus to schedule the Annual Member Meeting for 11/15.

**President:**

1. Looking into improvements for next season:
  - a. Website update
  - b. Physical WCRA Membership identification cards
  - c. Tennis court – resurfacing and lighting
  - d. Bathroom hand dryers
  - e. More tree review for disease/removal

**Vice-President for Operations:**

1. Premier to turn off water and fully winterize the pool after 10/15
2. Trash removal to shut off / end by end of September
3. Need to renew contract with Premier by November to secure discount



4. Clean-up scheduled for this weekend
5. Looking to purchase filing cabinet for facility to store past documents

**Director for Long Range Planning:** No Report.

**Director for Membership:**

1. 477 Bonded members – plus 1 family who has joined for the 2019 season (to pay by Spring); only 23 Bond memberships left available for purchase (for reference, WCRA had 454 Bonded members at the end of 2017 season – an increase in 2018 of 23 Bonds).
2. 22 Military memberships
3. 21 Temporary memberships
4. 521 total families this summer
5. Bond sales refunds – three refunds due based on sales of Bonded memberships; also refunded 2 families who were on sales list in April (keeping current trend of moving sales list within 6 months, a far better record than in prior years)
6. 5 families have asked to be added to the sales list since the close of the season (all older families, who are not using the facility much anymore)
7. 11 people on sales list – all added since May

**Treasurer:**

1. Balance sheet and Budget to Actuals reports through 9.20.18.
2. Looking to purchase a \$50,000 business cd with a fixed rate of 2% for 13 months.

**Director for Social Activities:**

1. Family Fun Night event – WCRA sent \$3,500 to Parkinson's Research
2. Wrapping up event reimbursements and refunds for cancelled events
3. Looking ahead:
  - a. Looking to institute more advance notice and posts about pool closures (pool flyers, social media, on website)
  - b. Off-season events
    - i. Planning for trunk or treat & movie night on Friday, 10/26

**Swim Representative:**

1. NVSL season schedule to stay the same for 2019 (first A meet on Saturday, June 22 through Individual All-Stars meet on Saturday, August 3)
2. B-meet Reps working on setting up preliminary meet schedule for 2019
3. NVLS Seeding meeting is scheduled for Feb 24<sup>th</sup>

**Dive Representative:** No Report.

**Tennis Representative:**

1. New Youth Rep(s) needed to coordinate with tennis pro/lesson provider, schedule social events, etc.
2. 2019 Budget should include costs for court resurfacing (\$18,000) and new led lights (\$12,000)
  - a. Light change will save ~\$1,000 in annual utility costs
  - b. Tennis savings account currently has ~ \$12,000 to contribute to the improvements

**Snack Bar:** No Report.

**IT Representative:**



1. Planning to talk with Susie Kleinman about Constant Contact account and possibility of closing it and moving WCRA emails over to the WCRA Google account.
2. Danny would like to have the facility phone forwarded to a Board members' phone during the office season.

**Old Business:** none.

**New Business:**

1. Secretary suggested reviewing By-Laws areas for possible changes:
  - a. Nominating Committee question – Article VI, Section 4, found on page 4, sentence #2 states: The Nominating Committee shall nominate ~~at least~~ one (1) member of the Corporation for each elective office of the Corporation.
    - i. Do we want them to gather names and submit multiple people (if multiple people are interested and qualified), or do we want them to talk to and evaluate the potential candidates, working as a committee to recommend *one single candidate* for each position?
    - ii. Board consensus: A slate of candidates is presented to the Membership with one candidate for each position. We do not want the committee to submit multiple names for the Board to choose from – we trust the Committee to find the best single candidate per position to present to the Board and to the Membership, without Board edit or intermediation.
  - b. The Nominations for the Board, the committee's proposed slate AND any Petition for Nomination candidates, must be shared with the Membership IN the Annual Meeting Notice (Bylaws, Article VI, section 4, lines 9-10).
    - i. BUT, the Bylaws do state that anyone (not on the proposed slate assembled by the Nominating Committee) can run for election by submitting a Petition for Nomination by October 1. The Bylaws (Article VI, Section 4, on page 4) do not allow nominations from the floor. (So a member would have to know before 10/1 that they're not the selected nominee, then draft a Petition for Nomination, get it signed by 5 members, and submit it to me no later than 10/1. Do we feel the members should also know who the nominees are so that can inform their decision-making to run/not run by Petition?)
    - ii. Board discussion of different options led to consensus to rewrite as Petition for Nomination, one Member to Second, Submitted to secretary at least seven days before the Annual Membership Meeting.
  - c. Page 3, Article 4, section 1 (and wherever else equal opportunity language appears throughout) – add more inclusive language.
  - d. Discussion and clarification of the nomination process, all three changes were Seconded, passed with a vote of 6-0-1.
2. Membership suggests reviewing rules around management of guest passes and parties, both for member clarification and to ensure adequate staffing (incident on the last day of the season, a long-time member asserted they "did not know" any rules around guests and had 35 extra people on the last day of pool season; goal is to be more protective of the people at the pool who DO play by the rules.)
  - a. Anyone with more than 10 guests needs to coordinate with the Social Chair in advance (to ensure appropriate staffing and enjoyment of the facility for members)
    - i. propose adding to WCRA Rules (not a Bylaws change, per Article X, Section 3 on page 7)
3. Propose offering an early bird discount for dues:



- i. January 1 to March 31 - \$450
  - ii. April 1 thru midnight May 1 - \$475
  - iii. May 2 or after – \$575 (plus \$100 late fee)
- b. A waiver for any late fee can only be granted by Board vote.
  - c. Discussion of potential financial impact; continued over email
  - d. Email discussion led to final decision to offer early bird \$25 discount for dues paid before 2/28/19; Regular dues for March and April; Late Fee applied to any accounts not paid by 5/1/19. This will allow us to cautiously gauge Member interest in early bird discount without compromising the overall Budget numbers for 2019.

**Announcements:** none

**Adjournment:** 8:37pm