

**Wakefield Chapel Recreation Association – Annual Membership Meeting
November 29, 2018 at 7:00pm; Wakefield Forest ES, cafeteria**

Meeting Minutes

Meeting Start: 7:00pm

Meeting Stop: 7:58pm

WCRA BOARD in attendance: Danny Heltzel (President), Brian Collins (VP Operations), Katherine Shultz (Membership), Kris Anderson (Secretary / Swim Rep), Brad Otto (Long-Range), Kyle Durbin (Treasurer / Swim Rep), Season Crawford (Social), David Grannis (Dive Rep), Tim Chobot (Technology)

Called to Order: 7:00pm

I. Secretary's Report:

- A. 15% of the 478 Bonded Members means 72 members must be present.
- B. Confirmation of quorum with 77 WCRA Members present through in-person attendance (15 bonded Members, including Board) or through signed, verified proxies (62 Members)

II. President's Report

A. Proposed Bylaws changes as detailed in the Fall 2018 Newsletter

- 1. *Page 1, Article II, Section 3. Membership* – Membership in the Corporation shall not be denied because of race, religion, color, national origin, gender (including pregnancy), sexual orientation, gender identity or expression, political affiliation, marital status, age, or disability.

Page 3, Article IV, Section 1. Right to Assign – The Board shall not refuse approval of any such assignment because of race, religion, color, national origin, gender (including pregnancy), sexual orientation, gender identity or expression, political affiliation, marital status, age, or disability.

- a. Motion to approve, Seconded, motion Passed

- 2. *Page 4, Article VI, Section 4. Nominations* (sentence 2 / line 3) – The Nominating Committee shall nominate at least one (1) member of the Corporation for each elective office of the Corporation.

- a. Motion to approve, Seconded, motion Failed

- 3. *Page 4, Article VI, Section 4. Nominations* (sentence 4 / lines 6+) – Such submission shall be in the form of a Petition for Nomination, shall be signed by the candidate or candidates to be nominated and at least five (5) one (1) other members in good standing, and shall be presented to the Secretary of the Corporation on or before October 1 no fewer than seven (7) calendar days before the scheduled Annual Meeting of the year in which the election is to be held.

- a. Motion to approve, Seconded, motion Passed

III. Report: Vice-President for Operations

- A. Big 2018 projects included repaving parking lot, re-stained the bleacher seating, installed shade sails, painting the exterior of the building, installed community garden with water tank

- B. Big 2018 expenses included new Funbrella, new chaise lounges, new picnic tables, new ice machine, new movie screen, new basketball hoop
 - C. Cost savings efforts: converting to LED bulbs, trash contract negotiating, increased internet speed for member benefit
 - D. Always love Scout volunteers – Cubs, Boys & Girls welcome to help out
 - E. In 2019, will continue to work with Rutherford, Truro, Ilda for coverage during pool closings for events.
- IV. Report: Director for Long Range Planning
- A. 2019 plans: bidding out and planning for tennis court resurfacing, resurfacing asphalt walkway along Holborn, replacement of older chairs, possibility of converting tennis court lighting to LED
 - B. Spring 2019: bidding out design options to replace the WCRA sign on Holborn
- V. Report: Director for Membership
- A. 478 bonded members, 22 temporary members, 20 military members
 - B. 13 bonds on sale list as of November 2018 – current timeline is 4-6 months to sell bond
 - C. Will send a reminder that membership opens for annual dues on January 1
 - a. early bird discounted price of \$450 through February
 - b. regular dues of \$475 March and April
 - c. late fees go into effect on May 2, 2019
- VI. Report: Treasurer:
- A. Review of 2018 Actuals to Budget (see attachment)
 - B. Review of proposed 2019 Budget
 - 1. Motion to approve, Seconded, motion Passed
 - C. Member question about the possibility of conducting a reserve study to establish long-term and annual savings goals to adequately plan for capital expenses.
- VII. Report: Director for Social Activities
- A. Many successful 2018 events – old favorites (opening picnic, ladies night, adult party, beer tasting) and new events (trunk-or-treat and chili cookoff)
 - B. Planning to continue many popular events in 2019: food truck Fridays, trivia nights, August raft nights, and movie nights
 - C. Yoga & water aerobics were offered at members request, but neither was well-attended; encourage a friend to come out!
- VIII. Representative Report: Swim Team
- A. THANK YOU to the Board and WCRA membership for supporting our swim team, and THANK YOU to the many, many volunteers who make it all possible for the kids!
 - B. 2018 Season - competed in NVSL Division II
 - a. undefeated 5-0 season; Division II Champions
 - b. 10 teams competed in NVSL All Star Relays
 - c. 16 swimmers qualified for NVSL Individual All Stars
 - d. 244 swimmers on Wahoos Swim Team (up 7% from 2017)
 - C. New Swim Team Reps for 2019: Kris Anderson & Kyle Durbin
 - D. Returning Developmental Team Reps for 2019: Sarah Giddens & Erica Pinkston (thank you!)
 - E. Aubrey Love returning as Head Coach in 2019
 - F. & A HUGE THANKS to Cathy & Martha for their years of Wahoos leadership and hard work!

- IX. Representative Report: Dive Team
 - A. Celebrated 10 years of NVSL competition this summer! Resurrected in 2008 and still going strong!
 - B. Dive team won 4 and lost only 1 meet this past season!
 - C. 36 WCRA divers + 1 diver from pool w/out team
 - D. We hope to grow our participation in future summers by continuing to make our team available pools that don't have dive teams.
 - E. Most divers are dual, if not tri-athletes, participating on swim and tennis teams rounding out their summer sports.
 - F. We continue to be grateful for the second board, which enables greater practice time and ability to host efficient meets
 - G. All visiting Dive Teams applaud our pool for the appearance, upkeep, accessibility and professionalism displayed by our team, parents, and staff.
 - H. Dive Team hopes to remain in Division 5 in 2019.
 - I. A handful of our divers compete on their high school teams, year round dive clubs, and compete at the National and Zone level. Keep an eye on Nathaniel Grannis, Sean Binning, and Aidan Thomas! And look out for Seamus McNamara!
 - J. TELL A FRIEND! DIVE offers a great opportunity for an additional summer sport that teaches even the most wiggly of kids some strength and self control! The smaller size of our group allows for individual attention to growth!

- X. Representative Report: Tennis
 - A. New Rep urgently NEEDED
 - B. Great enrollment in youth tennis program this season
 - C. Looking for a new pro to manage the youth program as well as junior and adult lessons

- XI. Report: Snack Bar
 - A. Great manager this year!
 - B. Great numbers in sales – addition of a mobile app for payment to improve system and payment options

- XII. Election: Nominating Committee has proposed a slate of officers for election, each to serve a two-year term through December 2020
 - A. Brian Collins for Vice President of Operations, Brad Otto for Director for Long Range Planning, Kim Marshall for Treasurer
 - B. Motion to approve the slate, Seconded, motion Passed / elected by acclaim

- XIII. Board appointment:
 - A. Director for Membership to complete remainder of the term (through 12/2019, after Katherine moves in the summer): Summer Manos
 - a. Board vote only - Motion to approve, Seconded, motion Passed

- XIV. Other Business
 - A. The Dive Rep was asked by NVSL Dive to consider hosting Dive Divisional competition on Sunday, July 28, 2019
 - a. Member discussion
 - b. Motion to offer to host, Seconded; motion Passed

- XV. Adjournment: 7:58pm

Wakefield Chapel Recreation Association
Proposed Budget
November 2018 - October 2019

	2018 Actual	2018 Budget	2019 Budget
Income			
50000 Membership Dues			
Members Dues	223,667.00	214,700.00	211,700.00
Membership Rental	13,000.00	9,000.00	9,000.00
Military dues	10,675.00	9,000.00	9,000.00
Tennis Court Bond Refund	5,522.09	0.00	0.00
Total 50000 Membership Dues	\$252,864.09	\$232,700.00	\$229,700.00
50100 Membership Fees			
Guest Fees	7,940.81	8,000.00	8,000.00
Late Fees	2,100.00	2,500.00	2,500.00
Membership Bond Purchases	31,350.00	3,800.00	14,250.00
Total 50100 Membership Fees	\$41,390.81	\$14,300.00	\$24,750.00
50200 Social/Rec			
Activities			
Activity Fees	1,586.42	3,000.00	3,000.00
Synergy Rental Income	1,096.84	0.00	0.00
Total Activities	\$2,683.26	\$3,000.00	\$3,000.00
Social Fees	16,806.50	12,500.00	12,500.00
Total 50200 Social/Rec	\$19,489.76	\$15,500.00	\$15,500.00
50300 Team Income			
Dive Fees	6,483.13	5,000.00	5,000.00
Swim Fees	57,084.22	55,000.00	55,000.00
Tennis Fees	3,851.40	11,500.00	11,500.00
Total 50300 Team Income	\$67,418.75	\$71,500.00	\$71,500.00
50400 Snack Bar			
Snack Bar Other	17,804.00	22,000.00	22,000.00
Snack Bar Square Sales	3,979.21		
Total 50400 Snack Bar	\$21,783.21	\$22,000.00	\$22,000.00
Other Income			
Guest Facility Rentals	1,005.00		
Total Other Income	\$1,005.00	\$0.00	\$0.00
Sales of Product Income	30.00		
Total Income	\$403,981.62	\$356,000.00	\$363,450.00
Gross Profit	\$403,981.62	\$356,000.00	\$363,450.00
Expenses			
60000 Operating Expenses			
60100 Business Operations			
Administrative Assistance		2,500.00	2,500.00
Constant Contact	550.00	600.00	600.00
Credit Card / Bank Fees	14,390.11	10,750.00	12,000.00
Legal		2,500.00	2,500.00
Payroll Processing	2,995.51	3,200.00	3,200.00
Technology	2,753.73	1,300.00	2,000.00
Total 60100 Business Operations	\$20,689.35	\$20,850.00	\$22,800.00
60200 Membership			
Membership Administration			
Mailings and Postage	409.16	700.00	450.00

Supplies and Other	229.30	500.00	350.00
Website Fee		500.00	500.00
Total Membership Administration	\$638.46	\$1,700.00	\$1,300.00
Membership Bond Sales	29,450.00	8,550.00	14,250.00
Membership Dues Refund	475.00		
Total 60200 Membership	\$30,563.46	\$10,250.00	\$15,550.00
60300 Pool Operations			
Base Contract	80,905.00	77,050.00	85,000.00
Off Season	840.00	1,200.00	1,200.00
Overtime	810.00	4,000.00	4,000.00
Supplies, Chemicals, Permits	3,517.66	10,000.00	10,000.00
Total 60300 Pool Operations	\$86,072.66	\$92,250.00	\$100,200.00
60400 Maintenance and Supplies			
Grounds	8,054.82	10,000.00	10,000.00
Other	7,377.22	5,000.00	5,000.00
Total 60400 Maintenance and Supplies	\$15,432.04	\$15,000.00	\$15,000.00
60500 Utilities			
Electric	6,752.09	8,000.00	7,500.00
Telephone	1,480.12	2,000.00	1,500.00
Trash	2,443.12	2,600.00	2,600.00
Water	7,792.51	11,000.00	8,500.00
Total 60500 Utilities	\$18,467.84	\$23,600.00	\$20,100.00
60600 Property Tax	8,607.01	10,000.00	9,000.00
60700 Insurance	9,103.00	15,000.00	10,000.00
60800 Team Expenses			
Dive Team			
Dive Other	1,836.96	3,500.00	3,500.00
Dive Salaries			
Dive EE Taxes	497.26		
Dive ER Taxes	642.89		
Dive Salary	5,903.30	6,500.00	6,500.00
Total Dive Salaries	\$7,043.45	\$6,500.00	\$6,500.00
Total Dive Team	\$8,880.41	\$10,000.00	\$10,000.00
Swim Team			
Swim Team Other	17,928.86	25,000.00	25,000.00
Swim - Technology Expenses	299.00		
Total Swim Team Other	\$18,227.86	\$25,000.00	\$25,000.00
Swim Team Salaries			
Swim Salary	28,567.27	38,000.00	38,000.00
Swim Team EE Taxes	4,062.26		
Swim Team ER Taxes	5,229.59		
Total Swim Team Salaries	\$37,859.12	\$38,000.00	\$38,000.00
Total Swim Team	\$56,086.98	\$63,000.00	\$63,000.00
Tennis			
Tennis Other	2,109.89	3,500.00	3,500.00
Tennis Pro		10,500.00	10,500.00
Tennis Salaries			
Tennis Salary		2,000.00	2,000.00
Total Tennis Salaries	\$0.00	\$2,000.00	\$2,000.00
Total Tennis	\$2,109.89	\$16,000.00	\$16,000.00
Total 60800 Team Expenses	\$67,077.28	\$89,000.00	\$89,000.00
60900 Social/Rec Expenses			
Activities	1,330.00	3,000.00	3,000.00

Events	2,825.00	12,500.00	12,500.00
Social Expenses	10,732.09		
Social Guard Overtime	960.00		
Social Other	2,554.06	1,250.00	1,250.00
Total Social Expenses	\$14,246.15	\$1,250.00	\$1,250.00
Total 60900 Social/Rec Expenses	\$18,401.15	\$16,750.00	\$16,750.00
61000 Snack Bar Expenses			
Snack Bar Consumables	8,050.43	12,500.00	12,500.00
Snack Bar Other	747.16		
Snack Bar Salaries			
Snack Bar EE Taxes	542.38		
Snack Bar ER Taxes	400.82		
Snack Bar Salary	6,547.57	7,500.00	7,500.00
Total Snack Bar Salaries	\$7,490.77	\$7,500.00	\$7,500.00
Total 61000 Snack Bar Expenses	\$16,288.36	\$20,000.00	\$20,000.00
Total 60000 Operating Expenses	\$290,702.15	\$312,700.00	\$318,400.00
65000 Improvements/Repairs			
Diving Boards		500.00	500.00
Facilities	16,832.55	15,250.00	15,250.00
Furniture	19,149.68	12,500.00	12,500.00
Landscaping/Hill Renovation	6,316.93	7,500.00	7,500.00
Pool	8,102.58	7,500.00	7,500.00
Total 65000 Improvements/Repairs	\$50,401.74	\$43,250.00	\$43,250.00
Uncategorized Expense	90.96		
Total Expenses	\$341,194.85	\$355,950.00	\$361,650.00
Net Operating Income	\$62,786.77	\$50.00	\$1,800.00
Net Income	\$62,858.78	\$50.00	\$1,800.00

Wakefield Chapel Recreation Association

BALANCE SHEET

As of November 29, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	100.00
PNC Dive	7,796.36
PNC Main	189,643.13
PNC Money Market - Projects	50,218.79
PNC Money Market - Swim Team	2,889.92
PNC Snack Bar	31,832.25
PNC Social	3,755.95
PNC Swim Team	8,807.16
PNC Tennis	12,437.46
Total Bank Accounts	\$307,481.02
Accounts Receivable	
11000 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
12000 Undeposited Funds	0.00
13700 Payroll Service Customer Asset	-0.01
Total Other Current Assets	\$ -0.01
Total Current Assets	\$307,481.01
Fixed Assets	
Buildings	132,754.00
Land	64,000.00
Total Fixed Assets	\$196,754.00
TOTAL ASSETS	\$504,235.01
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
2110 Direct Deposit Liabilities	343.90
24000 Payroll Liabilities	-25.47
25500 Sales Tax Payable	-52.80
Total Other Current Liabilities	\$265.63
Total Current Liabilities	\$265.63
Total Liabilities	\$265.63
Equity	
30000 Opening Balance Equity (3)	48,087.99
32000 Retained Earnings	457,188.51

	TOTAL
Net Income	-1,307.12
Total Equity	\$503,969.38
TOTAL LIABILITIES AND EQUITY	\$504,235.01