

Present: Martin, Greg, Anne, Catey, Sharon, Steve, Jacqui, Chris, JD, Kent, Stephanie, Stuart

1. **Membership Update** – Kent/Catey
  - a. Transition from Kent to Catey as membership chair
  - b. Martin updated the website
  - c. 86 families on waiting list
  - d. 5 emeritus still available of 20 possible – need to make sure to have emeritus section marked on the dues form when they are mailed
  - e. Increase of dues might lead to more turnover of families (see below)
  - f. Discussion about a SWSA phone directory. There used to be a list in the guard house; expense is a hypothesized reason that has not been printed in recent years.
    - i. Would need to have permission on the dues renewal form to opt in and opt out
    - ii. Would not put the phone list on web site – too public
    - iii. Could request a list from Catey as a control
    - iv. Or have at sign up day
    - v. Or have email newsletter
    - vi. face book might be a way to connect
    - vii. Add email address on the dues form
    - viii. Or have a Google docs link on the web site enabling members to enter their information
2. **Swim Team update** – Chris/Stuart
  - a. Transition from Chris to Stuart
  - b. We discussed swim team having separate budget last meeting and decided against.
  - c. JD did some work investigating starting blocks. There are legal, financial and other issues and Stuart recommend dropping the idea for now.
  - d. We have been in red for swim team and have observed other teams tapped into sponsors. We have a number of families who own businesses and might be willing to support the team.
3. **Legal Stuff** – Greg
  - a. Recommended consideration of having a Custodian of Records. This would be an ex-officio board member, an appointed nonvoting permanent (until resignation) position. They would not need to go to board meetings. Job would be to retain any records (like articles of incorporation, tax) submitted to a governmental entity (like Secretary of State, Dept. of Revenue). Skip Walther is currently functioning as such.
  - b. We have the potential of being tax exempt and to pursue would need to complete form 1746. Greg will pursue. Two names are needed to file this every three year form, as well as 501C determination, copy of bylaw, financial statements and the articles of incorporation.
  - c. We are already registered with the Sec of State as non-profit organization by Skip Walther.
4. **Party rules and requirements** – Stephanie
  - a. See attachments of updates created as had problem with high number of visitors, and not enough staff with a party summer 2011.
  - b. Need to have available to download on the web site
  - c. Added reminder of no alcohol
  - d. Staff and board need to enforce
  - e. Will accompany the member mailing
  - f. Put on the bulletin board and have in the guard house
5. **Tennis Update** – Anne
  - a. Tennis coaches from last year will be asked again to teach
  - b. New nets – will report on this at later meetings
6. **Treasurer's Report** – Jacqui
  - a. See attached

- b. Went into red for first time in a few years; but in 2011, we avoided not taking out a loan and paid adjustment of actual, higher than past electric bill, made repairs and equipment purchases and still only were \$400 over budget.
- c. One time emeritus influx
- d. Over budget with payroll with hot dry summer
- e. Raising dues is a consideration (see below)
  - i. Steve proposes to vote that we increase by \$50 to \$450 per membership
  - ii. To raise the dues, the by laws says we don't need to get vote by membership but have the board decide
- f. \$22000 in Money market account, \$15000 in checking count
- g. Motion made and passed that we replace the sand filter by Columbia Pool and Spa costing \$16,000 using our Money Market account.

**7. Staffing for next year – All**

- a. The group recommended asking Katie back as manager and Steve will talk with her to confirm

**8. Helen Burnham Memorial – Sharon**

- a. There is a new tree planted and will be dedicated this spring
- b. Collected \$770 and tree cost \$430; rest of money for plaques
- c. Landscaper removed other two stumps during the planting that came from general SWSA funds

**9. Facilities update – Martin**

- a. Sand Filter tank needs to be replaced - \$16500 to 19000. See budget above (6g)
  - i. Price from Columbia Pool and Spa \$16,850
- b. ADA regulations related to renovation? Greg can look into it
- c. Should we consider moving to Columbia Pool and Spa for general pool service given we will purchase the filter from them vs. getting bids from other pool services.
- d. Martin will follow up on stand alone equipment

**10. New Board members for 2012 – Melinda Odum, Jenny Dubinski, Sam Phillips, Sharon Keitel have been approached to join the board.**

- a. Have to replace Kent, Steve, Chris, jacqui
- b. Greg Linhares volunteers presidency
- c. Sharon volunteers to be personnel chair although the group also discussed a group composed of pres., VP and outgoing pres. fulfilling that role.

**11. Ballot for 2012**

- a. Motion made and passed to increase the family membership annual dues from \$400 to \$450. Motion made and passed to increase the emeritus membership annual dues from \$250 to \$275. Full membership vote not required per by-laws
  - i. Last time dues increased was years ago
  - ii. \$50 increase x 320 members = \$16000
  - iii. 15 emeritus x \$25 = \$375
  - iv. Must be paid in full by deadline in by-laws – May 1
- b. Single Person membership
  - i. Sharon brought up the concept and after further consideration, recommends dropping
  - ii. Would need by-law change voted on the full membership
  - iii. Discuss that one option for future would be that only current family members could transition into a single membership vs adding some set number of single membership per year
- c. Reminder that loan was not done should go out with the ballot information
- d. Add to ballot: Ex-officio, custodian of records

**12. The board discussed the concern that there is little continuity of information about previous decision and equipment.**

- a. Immediate past president concept discussed and having co-chairs with one chair more senior and other more junior
  - b. Steve will commit to coming to a few meetings as experiment
  - c. Need to consider structuring a better way to have continuity of ideas. Work on this for next year b/c requires by-law change.
13. Age limit is 11 years to be dropped off unchaperoned – staff need to enforce and membership informed
  14. Recommend having a checklist at closing nightly for staff.
  15. Extended hours after school started. Occurred 3 afternoons a week and appeased the retiring and young moms and preschoolers. Was challenging to staff the shifts. Need to push the staffing from the beginning of the summer.
  
  16. Annual Meeting first Tue in March 6<sup>th</sup> 7 pm, ARC, room. Will be a general meeting and then have the first board of the meeting.

Meeting adjourned at 7:32 pm

Submitted, Anne Fitzsimmons

1/12/11 Post Meeting, the following was proposed by Greg Linhares and email responses were favorable:  
Proposed vote question:

Shall a position of Custodian of Records be created to ensure maintenance and continuity of all official records of the association?

This could be used as an explanation below the question, and it could be the bylaws language if the question is adopted:

The custodian shall be appointed by the board and shall serve until the custodian resigns or is replaced by the board. The custodian shall retain all official records of the association including articles of incorporation, tax documents, bylaws, any other document the board designates for retention, and any other documents the association is required by law to retain. The custodian shall ensure that the president has a current copy of all official documents retained by the custodian.