

Meeting Minutes - ERRA Board of Directors

Location	Date	Time	End
Zoom	02/22/2021 - Part I	6:30 PM	9:00 PM
Zoom	02/23/2021 - Part II	7:00 PM	8:00 PM

Attendance

Parrish, Beyeler, Smith, Keck, Gray, Laspina, Ferguson, Ruebke, Troutman, Kosalka, Bechtel, Gordon-Becker, and Zook

Apologies Hensley

Agenda Items

- 1 Welcome and Opportunity for Members to Address Directors (if present and asked in advance)
- 2 Approval of Minutes Parrish
- 3 Manager's Report N/A
- 4 Finance / Treasurer Parrish/Zook
- 5 Membership Keck
- 6 Snack Shack N/A
- 7 Swim Team N/A
- 8 Grounds / Maintenance Parrish, Bechtel, Gray, LaSpina
- 9 Social Ferguson
- 10 Governance Ruebke, Gordon-Becker
- 11 Personnel Smith
- 12 Other Parrish

Next Meeting	Date	3/22/21	Time	6:30 PM
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Action Items

- | | Topic Area | Item Description | Responsible | | | | | | | | |
|--------------|----------------------------|--|------------------------|------------|--------------|-------------|--|-------------|--------------|--------------|----------------|
| 1 | Welcome | | Parrish | | | | | | | | |
| 2 | Approval of Minutes | 1/25 meeting - minutes motioned for approval by Gordon-Becker, 2nd by LaSpina | Parrish | | | | | | | | |
| 3 | Manager's Report | N/A - Manager not present | | | | | | | | | |
| 4 | Finance / Treasurer | <p>\$7,310 received in payment over the past 3 days since invoices went out</p> <p>- Balances to date:</p> <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Checking</td> <td>\$1,223.59</td> </tr> <tr> <td>Money Market</td> <td>\$13,488.06</td> </tr> <tr> <td></td> <td style="border-top: 1px solid black; text-align: right;">\$14,711.65</td> </tr> <tr> <td style="padding-top: 10px;">Loan Balance</td> <td>\$324,647.70</td> </tr> </table> <p>waiting to hear back from Union re: deferrment plan. Ashley Gordon, ERRA Board President, will be signatory on loan with Union Atlantic Bank. Suggested to look into other options for refinancing when the renewal rolls around this fall. Will revisit.</p> | Checking | \$1,223.59 | Money Market | \$13,488.06 | | \$14,711.65 | Loan Balance | \$324,647.70 | Zook & Parrish |
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| | \$14,711.65 | | | | | | | | | | |
| Loan Balance | \$324,647.70 | | | | | | | | | | |
| 5 | Membership | <p>12 Directors (6 paid), 299 Family memberships (24 paid, 1 new pending), 21 families with past due 2020 fees, 6 senior couples, 5 single adults, 8 tennis only, 0 basketball only, 8 VIP's. 1st to 50 promo - count currently at 1. Members have emailed in regarding guess passes this summer. Unanimous vote that yes, guest passes will be allowed for the 2021 season as long as all COVID/VDH guidelines are still followed. Discussion held and vote on Jenny Reid continuing to maintain a VIP membership in exchange for photo services. Unanimous vote that we should not continue with that arrangement. Membership to start looking at ideas to put together for member surveys!</p> <p>- ERRA Hours for the 2021 season are as follows: Monday-Thursday 11:00am-7:00pm, Friday-Sunday 11:00am-8:30pm</p> | Keck, Kosalka, Parrish | | | | | | | | |
| 6 | Snack Shack | Will begin pricing review and for 2021 season as well as additions/removals. Also look at hiring. | - | | | | | | | | |
| 7 | Swim Team | Table MOU until next month. Put together ERRA member hours for 2021. Will be communicated to the Barracudas so they can begin shaping what things may look like for swim team on their end. | - | | | | | | | | |

8	Grounds / Maintenance	<p>Front Gate - unanimous vote to keep the gate locked until April 1, 2021. At that time will revisit opening it from possibly 8am-8pm having pool mgr. responsible for locking/unlocking.</p> <p>Tennis court lights. 2 repaired, the other 2 unrepairable. Parts to repair no longer made. Leon's Electric supposed to be sending over ideas and a quote on how to move forward in the most cost-efficient way - still haven't heard from them.</p> <p>Maintenance has been asked to start looking at other options/possibilities for court lighting and repairs.</p>	LaSpina, Bechtel, Gray
9	Social	<p>Kim will take care of posting on members-only group the 2021 calendar of events and general membership items/promos on the facebook page.</p>	Ferguson
10	Governance	<p>Began reviewing/discussing proposed changes. Ran late into the evening and decided to end meeting and reconvene on Tuesday, 2/23/2021 at 7pm to take an hour to finish reviewing and vote so that board officers can be elected and committees structured. Meeting part II, vote was held to finish reviewing the proposed bylaws changes that the committee put together. A vote was held and the bylaws changes were approved unanimously.</p> <p>Election of new officers on 2/23/2021 are as follows: President: Ashley Gordon-Becker (nominated by Parrish, 2nd by Keck, unanimous vote to approve.) President-Elect: Theresa Smith (nominated by Gordon-Becker, 2nd by Keck, unanimous vote to approve.) Secretary: Lyndsay Keck (nominated by Parrish, 2nd by Beyler, unanimous vote to approve.) Treasurer: Karen Beyeler (nominated by Parrish, 2nd by LaSpina, unanimous vote to approve.)</p> <p>Committee appointments made and committee chairs assigned and accepted.</p> <p>Finance: Beyeler; Social: Ferguson; Maintenance: Gray; Swim Team: Troutman; Membership: Keck; Governance: LaSpina; Personnel: Bechtel; Snack Shack: Kosalka</p> <p>The signatories for the bank accounts will need to be updated to reflect the correct officers in place as follows: removal of Laura Parrish (now Past-President), addition of Ashley Gordon-Becker (newly elected President), addition of Theresa Smith (newly elected President-Elect), and addition of Karen Beyeler (newly elected Treasurer). Noelle Zook (Bookkeeper) and Nicolette Myers (Payroll & Taxes) to remain as signatories on the bank account.</p> <p>The bank account will also need to be adjusted to reflect the requirements of the newly adopted Bylaws. New checks will need to be ordered that have 2 signature lines, as per the Bylaws, 2 signatures will be required for any check written in the amount of \$500.00 or greater.</p> <p>Committee intends to set-up meeting with Sara to confirm hiring timeline and discuss the process for returning guards, advertising, etc. Also reviewed the changes proposed in the operations manual under the employee section.</p>	Ruebke, Beyeler, Keck, Gordon-Becker, Ferguson, LaSpina
11	Personnel	<p>Committee intends to set-up meeting with Sara to confirm hiring timeline and discuss the process for returning guards, advertising, etc. Also reviewed the changes proposed in the operations manual under the employee section.</p>	Smith
12	Other	<p>Membership will email Mira Papa regarding her charitable donation request - request is being tabled for further discussion</p> <p>Email to be put together to go out next week to membership announcing the new officers of the board. Lyndsay Keck will update the W.A. website to reflect the new officers and remove links to email addresses other than the board (erraboard@gmail.com) and membership (erramembership@gmail.com)</p>	Parrish

Other Notes

Per discussion of directors during Part I and Part II meetings, as well as through email, a special committee will be formed to start piecing together the logistics of what 2021 will look like at ERRA with all the COVID/VDH guidelines in place. Thanks to Jared we have a very creative idea we're working on that we think the members will love! This committee will meet and figure out the "how to" of getting it all done!

Parrish