

Dominion Hills Area Recreation Association
Regular Board Meeting Minutes
December 8, 2016
DHARA Community House

Board Members:

Present: Michael Berecz, Scott Christensen, Zack Fraser, Brice Henderson, Dennis LeNard, Matt Long, Melissa Martin, Michael McMahon, Stephen Nix, Elinor Schwartz, Jennifer Smith, Scott Tate

Absent: Rich Engel, Julie Smith, Wayne Vincent

Quorum: Yes

Others present: John Aldonas (Manager)

Notice of Meeting:

Sent on: December 6, 2016

Call to Order and Remarks:

The meeting was called to order by Scott Tate at 7:39 p.m. Scott noted that Arlington County relayed that it will get information to us about the questions we asked regarding the 8th Road project.

Approval of Minutes:

The minutes from the October and November meetings will be presented at the January meeting.

Confirm Executive Committee Actions:

Since the November meeting, the Executive Committee approved (A) a contract with Gary Thompson to reframe the roof and some electrical work at the Insoe property; (B) authorizing a debit card for the Membership Recorder; (C) purchasing a printer, cell phone, and canceling the Verizon home line for the Membership Recorder. These three Executive Committee actions were confirmed by the Board by unanimous consent.

Financial Report:

For the fiscal year to date November 30, 2016, net operating income was \$109,740, and the cash balance in our operating account was approximately \$157,202. As of November 30, 2016 our investment portfolio with Vanguard had an approximate balance of \$532,214. Our portfolio was up approximately 24% for the fiscal year to date. The breakdown is Money Market at \$ [REDACTED]; S&P 500 at \$ [REDACTED]; 1-3 Year T Bond at \$ [REDACTED]; Aggregate Bond Fund at \$ [REDACTED]; and Russell 2000 at \$ [REDACTED]. We have approximately \$ [REDACTED] in the Goodlett Scholarship Fund.

The Board discussed whether the debit card provided to the Membership Recorder should have either a transaction limit or a set amount that can be refreshed, simply as a matter of

best practices and controls. Brice Henderson moved that the debit card be connected to a separate account in which a set amount in the account to be refreshed when need be and that the Executive Committee be authorized to set the balance. Matt Long seconded the motion, and the Board approved.

Membership Recorder's Report:

DHARA has a total of 508 memberships, with 500 standard shares and 8 Emeritus shares. There are 420 families on the wait list, which is approximately a five to six year wait. There were no membership transfers to approve.

Manager's Report:

John Aldonas reported that mold in the bathhouse as been removed. He priced small project with dollar amount ranges, which he circulated to the Board. John is searching for a new assistant manager for the coming season.

The Board discussed forming a small committee to discuss renovating the bathrooms. Michael McMahon will email the Board to start forming the committee. There were four rentals in November (the note in the Manager's Report of six rentals was a typo). On December 3, a new monthly rental begins.

Annual Meeting Preparation:

In preparation for the annual meeting, the Board discussed the need to prepare an agenda, biographies of the candidates, and a letter from the president. Saturday, January 21 is the latest that the materials can be send, so we need to have a meeting no later than January 12 to finalize the materials. Michael McMahon moved that we meet one week earlier than the second Thursday of the month, on January 5, 2017 at 7:30 p.m. in order to make the final preparations for the annual meeting. Michael Berecz seconded the motion, and the Board approved.

Three non-incumbents were nominated for election to the Board: Sam Alexander, Genna Gent, and MaryJane Klinghofer. In addition, Scott Christensen, Rich Engel, and Steve Nix are seeking re-election. In short, there are six candidates for five open positions. All candidates are members in good standing.

The Board discussed particular budget line items. There was general consensus that \$70,000 was sufficient for construction in light of the \$42,000 dollars left this year and anticipated construction costs in the new fiscal year. The Board noted that the swim team had requested a 3% increase in coaches' salaries, and the dive team requested an additional \$12,000 for four coaches. In discussing how the Board has budgeted between the swim and dive teams in the past, the Board has set a budget for the two teams combined and then allotted one-third to the dive team and two-thirds to the swim team. The swim team has had four coaches plus one mini warrior coach, all for about five times as many children as there are on the dive team, or about 50 children per coach. As a result, we may need to budget for five coaches and one mini warrior coach for the swim team. The Board discussed adding approximately \$6,000 for an extra coach and an increase in all salaries. Jennifer Smith will seek input from the swim and dive representatives on the amount to budget.

The Board also discussed the need to increase the budget for pool personnel by approximately \$12,000, in light of current hourly rates and rates at other pools. As a result, the consensus of the Board was that a nominal \$5 annual increase in membership dues would be appropriate.

Updates:

• **Nominating Committee:**

Brice Henderson moved to accept the three non-incumbent nominations for election to the Board, Matt Long seconded, and the Board approved.

• **Facilities and Construction Committee:**

Brice Henderson noted that Wayne Vincent received the amended use permit, so we are good to go with the next step in renovating the exits in the Community House. In particular, we will need to finalize the designs and then solicit bids from contractors.

• **Insurance Committee:**

Brice Henderson reported that we renewed the workers compensation, umbrella, and general liability policies.

• **Insoe Rental Property Committee:**

Brice Henderson noted the Executive Committee approved the amendment to the contract with Gary Thompson. Our offer to the tenants to pay for the duct cleaning is pending.

• **Employee Performance Review Committee:**

The Board discussed the employee performance in executive session.

Adjournment:

The meeting was adjourned at 9:38 p.m. with a motion from Stephen Nix, seconded by Scott Christensen, and unanimously approved.

Respectfully submitted,

Scott H. Christensen

Secretary