

Arbor Heights Swim & Tennis Club
59th Annual Fall General Membership Meeting Minutes
October 6, 2021

Meeting Notes

Call to Order 7:02pm

AHSTC General Membership Welcome (Alex Pietsch, President)

- A few notes on our virtual format:
 - While we've held a few of these meetings of the Club virtually now, we are still getting the hang of it. Please bear with work through this.
 - Please mute your microphones during the presentations.
 - Please post your questions in the chat function and we will address them at the end of the Board presentations. There will be an opportunity for Q&A and new topics to be discussed in the "New Business" portion of the agenda. Please hold your off-topic questions/comments until that time.
- Agenda review
 - Board member introductions
 - Approve minutes from the February GMM
 - Board Member Reports
 - New Business:
 - Bylaw updates
 - Discussion about Club Management and a resolution
 - Board Member elections
 - Additional new business/open Q&A
- Board member introductions
 - Officers of the Board
 - **President** – Alex Pietsch
 - **Vice President** – Meg Halverson
 - **Secretary** – Aaron Rysemus
 - **Treasurer** - Curt Knox
 - Teams
 - **Swim** – Aaron Rysemus
 - **Water Polo** –
 - **Dive** – Erika Jackman
 - **Synchronized Swimming** – no program
 - **Tennis** – Len Henzke
 - Other Board Positions
 - **Membership** – Megan Kelton
 - **HR** – Meg Halverson
 - **Facilities** – Curt Knox
 - **Communications** – Megan Kelton with social media support from Erika Jackman
 - **Social** – Len Henzke

Review / Approve February 3, 2021 General Meeting Minutes (Aaron Rysemus, Secretary)

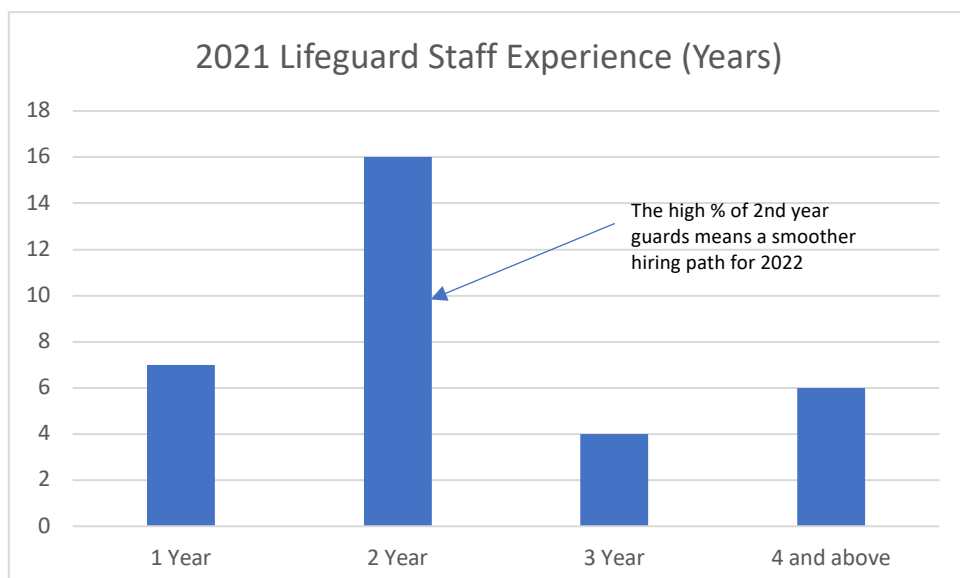
MOTION: Mark Greene

SECOND: Ben Weagraff **APPROVED/REJECTED**

Board Member Reports:

- **President (Alex)**
 - A quick thank you to the Board of Trustees and staff who made this first year "out" of the pandemic a success. I'm proud of the access and level of service we were able to provide this year.
 - I am also grateful to Jennee Boyd and Blake Catlow who stepped in and up to help us manage the club through an unexpected transition. Both did great work and we as a club are indebted to them.
 - Finally, as this is my last General Membership meeting after nine years of service – seven, as president -- on the Board of Trustees of this Club, I want to share with you what an honor it has been to serve. AHSTC has been such important part of the lives of my family and I've been pleased to help guide this community over through some challenging and exciting times. I feel like we have accomplished a lot during my tenure. But I recognize there is more work to be done and I'm excited about the future directions the Club may take – which we will be discussing later in the meeting. I can say that I am looking forward to spending time at the Club as a regular member in the years to come.
- **Membership report (Megan)** – 2021 Update on Membership and Waitlist:
 - 380 family memberships (max), 111 senior memberships (max is 120)
 - 39 new family members (six family members converted to senior; 33 families did not renew)

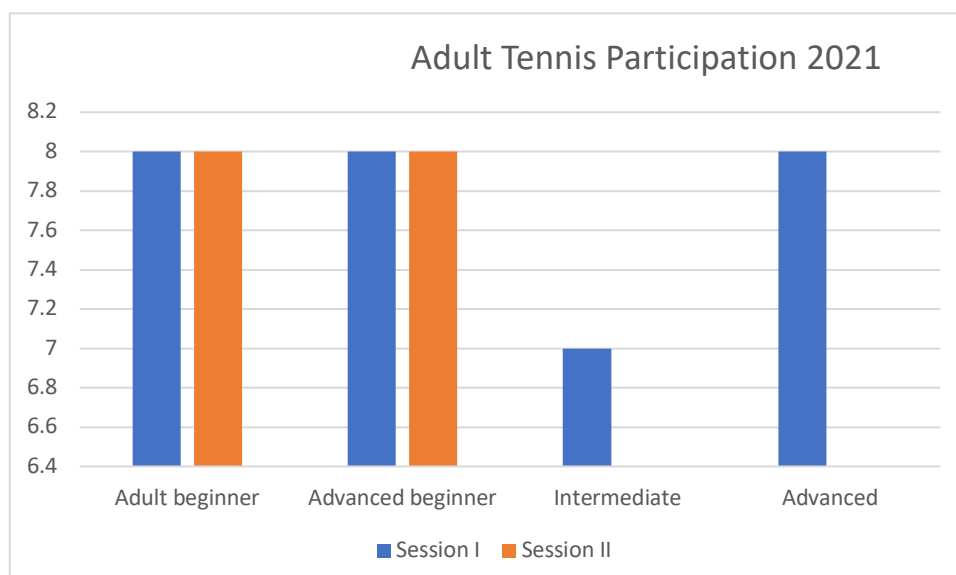
- We went through 101 names on the waitlist. Of those:
 - 39 accepted membership;
 - 30 deferred to 2022 (this was a one-time option for 2021 due to COVID); and
 - 32 declined and have been removed from the list.
- As of 10/4, the waitlist is at 1287. Last year, at this time, our waitlist was at 955. We added 385 people to our waitlist so far in 2021. Yearly new waitlist additions 2016-2020 have been: 111, 109, 113, 122, 185.
- **Human Resources (Meg)**
 - **COVID Response:**
 - We are relieved and pleased to have ended the 2021 regular season with no reported COVID-19 infections among staff or members, though we had a few secondary exposure events which our protocols were well established to handle.
 - Additionally, we are pleased to have passed policies, such as mandatory vaccination for guards who teach swim lessons, ahead of similar mandates at the state and county level, and to have kept our unvaccinated population of children under 12 safe with masking in the bathhouses and in the cabana.
 - The board offers a big thank you to our members for your voluntary mask compliance.
 - **Staffing:**
 - 2021 was a busy year in HR, with the early season shift in club management to the capable Jennee Boyd, and the hiring a 34-person lifeguard staff of primarily younger guards. Ms. Boyd and HR worked to improve lifeguard experience this year with the aim of retaining our best employees for the 2022 season.
 - Of the 34-person staff, we have 12 guards eligible for lead guard positions in 2022, and six eligible for assistant general manager duties, which will provide us significant pool and rental event coverage in 2022.
 - In addition to the hiring, training, and support of the lifeguard staff, HR and the Club Treasurer updated the AHSTC lifeguard salaries to City of Seattle minimum wage and above, resulting in pay increases ranging from the minimum wage of \$16.69 - \$21/hour for our most experienced and valuable guard employees, making us competitive on lifeguard pay with other area pools and with the City of Seattle. Astute members will note that there is a lifeguard shortage in Seattle, in part due to a lack of lifeguard training opportunities during the course of the pandemic, so our employee retention strategy is necessary to support club operations.



Team Reports:

- **Swim (Aaron)**
 - Swim team reached a number of exciting milestones this year with outstanding participation, exceeding 200 swimmers. A winning dual meet record of 3 and 1, dual meets were a bit different and still fun. We posted 3 new swim records and many swimmers made it to the All city championships with a couple even taking top honors.
 - Also our team displayed an exhilarating sense of support for fellow swimmers.
 - End of the year party was well attended with new and old activities.
 - Working on preparation for next season, hoping to have an improved system for communicating practice scheduled and team activities. We also want a better system for volunteers and support for 2022.
- **Dive (Erika)**
 - Dive season went very well. 102 participants
 - New head coach and assistant coach did a great job and we won two of our three meets.
 - Hosting All City was a success with good food and clothing vendors. We took 2nd place!
 - Dive party, photo day and awards all went smoothly and received lots of positive feedback from athletes and parents.

- Workload for dive rep was extreme and hoping to spread some of that work amongst coaching staff and a more involved pool manager for 2022 and moving forward.
- Huge thank you to Shana Goldman who stepped in as parent liaison.
- Going to require parent volunteer time or buyout as part of next year's program in order to assure the manpower to run these events.
- The GSSSDL is working with a north end team (Aqua Club) to possibly expand the league. Met with the GSSSDL and will set schedule next season, inviting Aqua Club to attend some dual meets and bring exhibition divers and learn how we operate.
- GSSSDL also approved slight changes to the DD list and rules moving forward. AHSTC has a working relationship with the other clubs in the SSSDL.
- Considering an online team store instead of swimsuits and team gear orders through Club. This way items can be shipped directly to families and returned as needed. Also, this would eliminate the timeline of ordering and allow members to order anytime. Working with Swim Outlet to create an "Otters" store with swimsuits, apparel and more.
- Adding Instagram and ramping up social media posts and stories was popular and plan to continue growing that for community and team spirit as well as communication.
- **Synchro (Erika)**
 - Planning on bringing Artistic Swimming (Synchro) back next season as a three- to four-week program culminating with a performance. Have two possible coaches lined up. In the past this has been a July event and practices have run before swim lessons. This will all be determined next season when we layout schedules.
- **Tennis Team (Len)**
 - We were able to offer a full tennis season this year
 - We had 203 kids in this year's program.
 - Our coaches performed well and we received a lot of good feedback from the parents.
 - We were undefeated in league play. AH organized the league schedule and coordinated all matches. The organization levels of the other pools in our league (Kent, Gregory Seahurst, and Olympic View) was relatively low. Kent was not able to field a team for the two matches we scheduled with them.
 - We hosted the all-city match again and it was a big success.
 - For next year, we will be looking to make a few changes:
 - Explore including one or more of the North Seattle pools for inclusion in our league.
 - Establish a developmental program for 14U and Seniors with an interest in focusing on tennis and playing in high school
 - Encouraging parents not to enroll their kids if they are not highly interested in learning tennis and having a positive attitude.
- **Adult Tennis (Meg)**
 - We had strong participation in our adult tennis program this year, with over 50 registrants participating in programming ranging from beginners to advanced players. This is our second year with Coach John Woelfel, who continues to receive excellent feedback from members and guests.
 - Our beginning adult program remains strong, with enthusiastic participation, as does our engagement with advanced players. We need to improve our offerings and recruitment of intermediate players in 2022.



- **Water Polo (Meg)**
 - We had a water polo season thanks to the volunteer efforts of former board member and current water polo parent, Jen Southwell. The Arb had two full teams for 14U and Seniors, we even had enough for a couple 12s-only games.
 - Games were packed with parents watching outdoor sports again, and it felt like a real summer, according to participants.
 - Seniors finished second in All City against View Ridge. 14Us almost made it to the playoffs, but lost to OV (who ended up winning All City).

- Overall, the season went without a hitch (aside from JoJo Southwell breaking her hand :) and we look forward to having a full team of 10U, 12U, 14U and Seniors next summer.

New Business:

-
- **Bylaws Updates (Alex)**

ACTION: Proposal to amend the AHSTC Bylaws (see attached). NOTE: Each amendment to the Bylaws must be approved by a vote of two-thirds (2/3) of the members present, including proxies.

- **Club Management (Meg)**

AHSTC Landscape

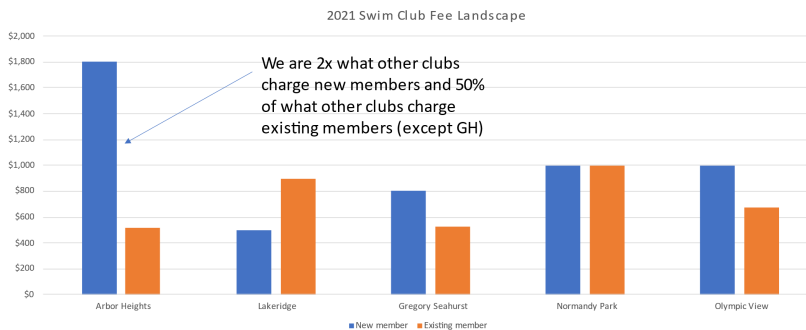
Other member clubs in our region have made two changes that AHSTC has not made:

1. Hired Professional Managers
2. Increased their dues regularly, on an annual basis. These are regular dues, in addition to assessments for remodels and repairs.

Note: These clubs have kept youth team participation costs flat

What follows is an analysis of what making such changes would look like at Arbor

2021 Swim Club Fee Landscape



2021 Club Dues Landscape

Club	Joining fee	2021 Dues	Assessment	Year-round manager salary	Teams	Extended season lap swim
Arbor Heights	\$1800	\$520	\$300		Swim Dive Tennis Water polo	Yes
Blue Ridge		HOA		\$95,000	Tennis Swim	Yes
Lakeridge	\$500	\$900			Tennis Swim Water polo	
Gregory Seahurst	\$800	\$525				
Normandy Park	\$1,000	\$1,000		Moving to year round manager 2022	Swim Dive	No
Olympic View	\$1,000	\$675	\$1000		Swim Dive Tennis Water polo	
View Ridge (equity)	\$9,125	\$1,075	\$500			Yes

AHSTC Management and Board Landscape

Brief history

- Over the past 10 years, few members have volunteered for board positions. The last election in which there was more than one candidate for a single board role was 2016
- Over the past three years, two board members stepped down before fulfilling their board terms, citing the volume of board work as a reason
- The demands of two pandemic years have meant the board had significantly more operational duties, including communication, club management, and working with the staff to keep AHSTC up to code from a State and County health department perspective

Proposed Resolution for full-time Club Manager

The General Membership of AHSTC does hereby resolve that the Board of Trustees is authorized to pursue the recruitment and hiring of a year-round professional Club Manager with the understanding that an increase of the annual Membership Dues for Family and Senior Memberships will be required to provide adequate compensation for such a position. This increase will be included in the 2022 Budget proposal presented at the Spring 2022 General Membership Meeting and should be no more than \$250 per year for each Family Membership (\$125 per year for each Senior Membership).

- Cori Roed, what's to know what the rate is for the current manager?
 - Curt Knox, mentioned 2021 manager rate was \$23,000.
 - Cori, feels 100K is excessive for a year-round manager.
- Curt Knox, The cost of the monthly opening does have effects on the depreciation of the equipment and facilities.
- Cori Roed, I am a fan of opening the pool but it should not be as a community outreach and more of a profit.
- Alex Narvaez, mentioned, the vision of the pool and potential amount of opportunity to build community. Also, feels like there is a lot of information missing before we move to the next step.
- Maggie Lewis, mentioned, there is not going to be another \$250 Dues increase? She feels more information is needed.
- Angela Greene, mentioned, as a former board member, feels in looking at the teams and activities it is a lot to take on and taking it to one person is a lot.
- Justin Jarrett, mentioned, we agree we need to lift the burden of work from our board members.
- Melissa Rysemus, What would the manager be doing in the winter and is there capacity to add to the manager duties in the summer?
- Marke Greene, Is Bob Kiel's position of facilities being factored into the hiring process?
 - What do we do about maintenance?
- Debbie Rosof, Is this a one time fee for \$250.00?
 - Meg Halverson, Yes.
- Cori Roed, If year round managers take on all teams would there be fewer board members?
 - Alex, the job maybe 5 hours a week in devember and January. But it is 60+ in May and September and we hope that we would be able to offer extended lap swimming in the spring and fall.
- Melissa Rysemus, is there opportunity for two managers.
- Could the pool eventually be open year round?
 - Alex Pietsch, that is not the current plan for hiring a full time manager.
- Cori Roed, How did you arrive at this salary?
 - Meg Halverson, we did multiple sources of research
- What is the job description? What is the year-round work?
 - Alex Pietsch, the plan is to have the club manager fulfill the many positions and roles at the pool.
 - Meg Halverson, mentioned that the club manager could be managing the communications of the club.
- Mark Ufkes, mentioned that the membership should consider the board has done proper research and hiring a manager could possibly be the best move for the pool.
- Mark Ufkes, mentioned he would like to motion to approve the proposed resolution as presented.

ACTION: Proposed resolution in support of pursuing the hiring of a professional year-round Club Manager and necessary commensurate increase in Club Dues.

The General Membership does hereby resolve that to preserve the Arbor Height Swim & Tennis Club as a financially sustainable and well-managed recreational facility, and to allow for the possibility of expanded seasonal access in the future, the Board of Trustees is authorized to pursue recruitment of a year-round professional manager and raise the annual Membership Dues for Family and Senior Memberships accordingly. This increase will be included in the 2022 Budget proposal presented at the Spring 2022 General Membership Meeting and should be no more than \$250 per year for each Family Membership (\$125 per year for each Senior Membership).

MOTION: Mark Ufkes SECOND: Debbie Rosof ~~APPROVED/REJECTED~~

- **Board of Trustees Election (Alex)**
 - Introduction of Amy Leighton, candidate for the Board of Trustees

ACTION: Consideration of candidate(s) for Board Service.

~~APPROVED/REJECTED~~

- **Call for Additional New Business (Alex)**
- Mia Sascha – would like the board to consider a financial assistance for members.
- Alder Kuhn – another option would be nice to offer volunteer hours to those who are unable to pay.
- Allison – Feels the big guest groups might not clearly understand pool rules. She feels the group have gotten out of control at times.
- Casey Jennot – Feels there needs to be better systems to learn, prepare and better improve teams. Would like to ask that a survey or dedicated program be put in place for improvement. Suggestion process or way of communicating with board, coaches and managers anonymously.
- Alex Narvaez – mentioned would like to keep community outreach opportunities available.
 - Norma, Maggie Lewis and Mia Sascha – Liked this comment.
- Mark Ufkes, mentioned wanting a clear policy on inclusion with community groups and communicated to new manager within roles and duties.

Motion to adjourn by Alex Piestch, Seconded by Deb Rosof - ~~Approved~~

Adjournment – 8:57pm

Proposed Bylaws Changes:

The following proposed amendments were approved by the Board on August 16, 2021 and are now presented to the General Membership for final adoption.

ARTICLE II Membership

Section 1

(C) Temporary facilities privileges may be extended to long-term household guests of a Family Membership Member ~~Member~~ upon written application to the Board by the member and written application must be made each year such privileges are desired.

MOTION: Mark Greene SECOND: Deb Rosof APPROVED/REJECTED

ARTICLE II Membership

Section 2

(A) The maximum number of family memberships permitted for sale by the Club shall be 380.
(B) The maximum number of senior memberships allowed by the Club shall be **130** ~~150-120~~. However, senior memberships shall only be offered to new members of the club (those who are not currently owners of a family membership) who otherwise meet the criteria for senior membership, outlined in Section 8(A) of this Article, if and when the total number of senior memberships falls below 100.

MOTION: Mark Greene SECOND: Noel Foulk APPROVED/REJECTED (Changing from 150 to 130)

MOTION: Mark Greene SECOND: Noel Foulk APPROVED/REJECTED

ARTICLE II Membership

Section 9

A member shall petition the Board in writing if he wishes to place his/her membership in a Conditional Inactive status.

- (A) Loss of job, temporary job relocation, medical difficulties, or other hardships may be grounds for Board approval.
- (B) As a Conditional Inactive member, the annual membership dues are waived. The Facility Upkeep Fee, Capital Assessments, and any other annual fees charged to members are not waived.
- (C) The Board may offer the temporary use of the membership to a party on the Interested Buyers List in order of priority for the remainder of the season. The fee owed for usage shall be equal to the annual dues that are waived for the Conditional Inactive member. The temporary usage privilege shall be effective during one calendar year only. The temporary usage privilege is non-transferable and non-voting.
- (D) If the voting member wishes to return to Active status, they must pay the pro-rata annual dues for the remainder of the season. In such an instance, a temporary membership that may have been offered and accepted will continued to be honored for the remainder of the season and not count toward the maximum number of memberships outlined in Section 2 of this Article.
- (E) Conditional Inactive status can only be used one-time per membership.

MOTION: Mark Greene SECOND: Noel Foulk APPROVED/REJECTED

Proposed resolution in support of pursuing the hiring of a professional year-round Club Manager and a commensurate increase in Membership Dues.

**RESOLUTION OF THE GENERAL MEMBERSHIP
OF THE
ARBOR HEIGHTS SWIM & TENNIS CLUB**

DULY PASSED ON OCTOBER 6, 2021

WHEREAS, the Arbor Heights Swim and Tennis Club (“AHSTC”) was established as in 1962 as a private, seasonal swim and tennis club in West Seattle, for the purpose of furthering the health and general welfare of its members, their immediate families and children, by providing sanitary safe swimming and tennis facilities and other incidental activities;

WHEREAS, the Board of Trustees are elected by the General Membership and provide volunteer oversight of AHSTC, as well as manage much of the activities that take place at the Club each season;

WHEREAS, members of AHSTC regularly ask for the summer swim season to be extended earlier and later in to each year;

WHEREAS, outside aquatic clubs regularly inquire about the possibility of renting out the AHSTC facilities during the offseason for practices and meets, presenting an opportunity for increased Club revenue;

WHEREAS, over the years, the duties of the Trustees have increased significantly, while at the same time, it has become more and more difficult to recruit new volunteers to serve on the Board;

WHEREAS, the City of Seattle’s \$15 per hour minimum wage and subsequent automatic cost of living increases have put significant strain on the payroll at AHSTC;

WHEREAS, in an effort to keep AHSTC as affordable as possible, the Board of Trustees have not increased membership dues in many years;

WHEREAS, AHSTC has one of the lowest membership dues of any of the other swim clubs in the Greater Seattle Summer Swim League;

WHEREAS, the Board of Trustees has determined the best way to preserve AHSTC as a well-managed recreational facility and allow for the possibility of expanded seasons and additional access in the future, is to hire a professional manager who will oversee the staff and assume day-to-day management of much of the Club’s operations year round;

WHEREAS, the revenues currently collected by AHSTC on annual basis are not sufficient to allow for the hiring of a year-round manager and an increase in membership dues will be required in order to do so;

WHEREAS, the annual budget for the 2022 Club season will not be presented for consideration and approval until the Spring 2022 General Membership in February; and

WHEREAS, the Board of Trustees seeks the assurances from the General Membership that is supportive of the hiring of a year-round manager and the commensurate increase in membership dues in order to proceed.

THEREFORE, the General Membership of AHSTC does hereby resolve that the Board of Trustees is authorized to pursue the recruitment and hiring of a year-round professional Club Manager with the understanding that an increase of the annual Membership Dues for Family and Senior Memberships will be required to provide adequate compensation for such a position. This increase will be included in the 2022 Budget proposal presented at the Spring 2022 General Membership Meeting and should be no more than \$250 per year for each Family Membership (\$125 per year for each Senior Membership).

Approved by a majority vote of the General Membership of AHSTC on October 6, 2021, as witnessed by

Alex Pietsch
AHSTC Board President

Aaron Rysemus
AHSTC Board Secretary

Statement of Interest in Board Service from Amy Leighton

9/27/21

Arbor Heights Swim Club
Board of Trustees
11003 31st Ave SW
Seattle, WA 09146

RE: HR Position

To Whom it May Concern,

My intent for this letter is to apply for the anticipated vacancy on the Board of Trustees at Arbor Heights Swim and Tennis Club.

As a member of the Arbor Heights neighborhood for the last several years I've been involved in many volunteer positions. It started about ten years ago as an active member of the Arbor Heights Pre-school Co-op. As a board member I conducted and lead fund raisers for the pre-school along with in class volunteering daily. After my youngest graduated to kindergarten, I then volunteered at Arbor Heights Elementary School. I started working in the main office and helped the school nurse. Currently I'm one of the reading TA's for the kindergarten classes and have been for the last seven years.

This year I was the tennis parent for the Arbor Heights tennis team where I coordinated the shirt order, researched and helped organized the end of the season party. Also, I am the team Mom for my son's football team this season.

I feel it's very import as a parent to participate in the community and I believe serving as a trustee would allow me to further my involvement. Please feel free to call or email me if you have any questions.
Sincerely,

Amy Leighton