

**Arbor Heights Swim & Tennis Club**  
**59<sup>th</sup> Annual Winter General Membership Meeting NOTES**  
**February 3, 2021**

**Call to Order 7:03pm**

**AHSTC General Membership Welcome – Alex Pietsch, President**

- Review Zoom meeting protocol and agenda for meeting
- Remind members that the Secretary will be keeping a record of attendance
- Introduction of Board Members:
  - Officers of the Board:
    - **President** – Alex Pietsch
    - **Vice President/Treasurer** – Curt Knox
    - **Secretary** – Aaron Rysemus
  - Other Board Positions:
    - **Membership/Communications** – Megan Kelton
    - **HR** – Meg Halverson
    - **Facilities** – Curt Knox
    - **Social** – Len Henzke
  - Teams:
    - **Swim & Water Polo** – Aaron Rysemus
    - **Dive & Synchronized Swimming** – Erika Jackman
    - **Tennis (Youth)** – Len H
    - **Tennis (Adult)** – Meg H

**Review/Approve February 12, 2020 General Meeting Minutes – Aaron Rysemus, Secretary**

- Review and approval of minutes inadvertently passed over at the Fall 2020 meeting.
- *Alex calls for a motion to approve of minutes from February 2020 meeting*

**MOTION: Alex Pietsch    SECOND: Angela Greene    OUTCOME: APPROVED**

**Review/Approve October 7, 2020 General Meeting Minutes – Aaron Rysemus, Secretary**

- General membership review of minutes / Q & A
- *Alex calls for a motion to approve of minutes from February 2020 meeting - M/S/C -*

**MOTION: Alex Pietsch    SECOND: Katie Hamilton    OUTCOME: APPROVED**

**President's Report (Alex)**

- The 2020 season was unprecedented for AHSTC. He expressed pride for the way the Board was able to adapt to the challenges of the COVID-19 pandemic and the services we were able to offer. He also expressed gratitude to those who worked hard on the Club's finances to allow us to provide a modest refund at the end of the season.
- Alex also shared that the remodel project is nearly complete. Our contractor worked during the offseason to fix the water-pooling issues in the bathhouse and we expect to wrap up all remaining punch list items this month. Curt will share more information about the project finances later in the meeting.
- Looking ahead to 2021, Alex shared that we are clearly not going to be "back to normal" at the Arb. The Board is working hard to plan to offer as much access to the pool as state and local health guidelines will allow. We'll hear more about that later in the meeting.
- Alex shared that the Club Manager, Amy Bannister, will return to the Club for 2021. The Board has determined an expanded role of the Club Manager for 2021 season, including oversight of the office staff, Water Polo program and apparel. This is a step toward our longer-term goal of establishing a full-time, year-round manager for the Club.
- **Questions/Comments from Chat;**
  - **Norma Zavala**, would like additional information on schedule and plan for open swim, and additional uses of the pool.

**Planning for 2021 Operations (Meg)**

- The club has infrastructure to deal with COVID-19 based on the significant efforts put forth by the Board and by Club Manager Amy Bannister during the 2020 season.
- The Club will follow both State Department of Health and King County Health regulations regarding allowable group athletic and pool activities.
- The Governor's announcement that King County can move to Phase 2 of the reopening plan will allow us to have limited "open swim" access to the club. The Board is working through how an equitable reservation system can be put in place and we'll have more information about that as a plan is formalized.
- Our current thinking is that, at a minimum we will be offer that, as well as the same activities we were able to provide last year: lap swim by reservation, youth swim, dive, and tennis teams and youth and adult tennis lessons and clinics (observing capacity limitations and distancing).
- At this point, we do not plan to offer Synchro or Water Polo seasons.

- We plan to hold an open house for members in late March (specific date TBD) at which we'll provide the latest information about plans for the season. This will hopefully allow members to have the most up-to-date information as they make decisions about renewal.
- **Questions/Comments from Chat:**
  - Sascha and James Mia, would like to know if we are going to hold swim lessons, yes or no?
  - Meg Halverson, provided clarity on lessons plans.
  - Kristia McInerney, is water polo off the table? Also, feel strongly that the club arrange some sort of system of bubbles or pods to reserve use of the pool with guidelines.
  - Marc Merriweather, people need to come to the club in their pods.
  - Mark Greenfield, is there a better way to do sign ups. Some people would stay up until midnight and take all the open slots.
  - Nathan, do we have any statistics on portion of membership uses.
  - Lara Garrett, might we be able to do scheduling for open swim. Would be nice to have equitable access.
    - Alex Pietsch, yes, we are going to do our best.

### Membership (Megan)

- Current membership – 380 family/119 senior.
- Currently 998 names on the waitlist (at this time last year we were at 893)
- One of the Board's most important tasks is to keep the club financially sound. Given the lack of regular revenue generating activities, such as a full lesson schedule per COVID-19 restrictions and given the added expenses for cleaning products and PPE, the club has limited financial resources for the 2021 season. As such, AHSTC will only be able to offer the one-time deferral of membership in 2021 in cases of extreme hardship ([see AHSTC bylaws, Article II, Section 9](#)).
- 2021 Dues:
  - Invoices will be mailed out approximately February 22. Dues are due by April 1 via Member Splash; \$50 late fee assessed April 2-15.
  - Dues have not changed from last year: family membership is \$520 and senior membership is \$260.
  - This is year three of our Facilities Improvement assessment - \$300 family/\$150 senior.
  - Clean up fee is \$100 for Family Members/\$50 for Senior Members
- **Questions/Comments from Chat:**
  - Justin Jarrett, have you considered saving costs of mailing invoices.

### Assumptions regarding Team-based Activities:

- **Swim Team (Aaron)**
  - Previous swim team season was restricted and did not start until after the first week of July due to the pool late opening. This year, we anticipate having practices beginning in May.
  - Most coaches have confirmed they will be returning.
  - We will follow local guidance and practices will likely be similar to the 2020 season, socially distanced and limited lane assignments.
  - Seattle Summer Swim League decides how/if/when meets will be run next month. At the very least, we are planning to have fun swim meet type intramural events weekly to enable our team to race and practice swim skills.
  - As guidelines for social distancing changes, we will be adapting our schedule and events to follow protocol.
- **Questions/Comments from Chat:**
  - Laurie Robbins, can you clarify that if things are the same as they are now for COVID, that we would be running swim meets.
  - Carl Baber, what about virtual meets between pools.
  - Meg Kelton, responded we will be following Seattle Summer Swim League guidance for dual meet schedule.
  - Aaron Rysemus, in the absence of dual meets we will be scheduling intermural and fun meets, similar to red and blue.
- **Dive Team (Erika)**
  - We are planning for a dive season similar to that which was held last year. We anticipate the same coaching staff as last year.
  - If we are able to participate in socially distanced inter-club meets (tentatively scheduled for Fridays in July, with an all-city meet hosted by AHSTC on Saturday, July 31), Erika will be looking for a parent liaison to assist with their coordination. Interested parents should contact Erika.
  - Erika will also be scheduling a socially distanced parent meeting in June to train parents who may be interested in judging and scoring. Since we may not be able to have spectators at these events, volunteering will be a great way to watch your divers in action.
- **Tennis Team – Youth (Len)**
  - Tennis is a COVID-safe sport and we are excited about pushing ahead with the tennis program this year.
  - Our head coach Amelia Aamot is coming back, and we believe most assistant coaches are also returning. We are currently in the process of assembling the assistant coaching staff.

- o Our plan is to offer the maximum amount of tennis possible that is allowed under Health Department guidelines.
  - o At a minimum we expect a schedule similar to last year where we had tennis team practices five days a week (2.5 days a week per player to allow for social distancing). We also plan to start our programming in mid-May (which is when tennis usually starts).
  - o With any luck we will return to 2019 schedules if Health Department guidelines allow it.
  - o We also plan to offer team matches, subject to health guidelines and interest from other teams. If other teams aren't interested, we will explore the possibility of intra-team matches.
- **Tennis – Adult (Meg)**
    - o Similar to last year, we will be pleased to offer adult tennis programming for everyone, from beginners to advanced level players, for the 2021 season.
    - o We hope to begin offering classes as soon as the weather allows and will publish a list of options on the website.

#### **Social Activity Assumptions (Len)**

- It may be difficult to offer social activities this year such as casino night, movie nights and the teen party. The working assumption is that we will not be allowed to have them.
- We will be looking to the Health Department for guidance regarding these types of activities.
- We will wait at least a couple more months before making decisions regarding the social schedule.

#### **Human Resources Report (Meg)**

- We will announce the updated application and requirements in late February. Internal and external applicants interested in becoming lifeguards for the 2021 season may do so via the AHSTC website by late February. Interviews will take place in March.
  - o Applicants must be 15 years of age or older by May 1, 2021 in order to be considered.
  - o Starting wage for guards is \$16.69/hour in compliance with City of Seattle minimum wage laws.
- **Questions/Comments from Chat:**
  - o Jessica Murphy, when do you anticipate hiring season for staff (lifeguards and instructors).
  - o Karin and Travis Hanson, is the pool within the Seattle city limits.
    - Alex Pietsch, yes, we are in the boundaries are funky.
  - o Jana Young, was the pool able to get any loans or grants for COVID related costs?
    - Alex Pietsch, yes SBA loans, Curt mentioned in presentation.
  - o Jana Young, how is that shown in the budget report?
    - Alex Pietsch, SBA Loan- covers coaches payroll, \$42,470.00.

#### **Facilities Report (Curt Knox)**

- Cleanup Day – we currently anticipate being able hold Clean Up Weekend on May 1 and 2. Due to Health Dept regulations, we will allow 50 people at a time. So, we'll hold four three-hour sessions (two each day). Members will need to sign up in advance.
- Opening Day – Saturday, May 8<sup>th</sup>
- **Questions/Comments from Chat:**
  - o Allison Roshele, is there a way to monitor people that show up and leave early?

#### **Financial Report (Curt Knox, Treasurer)**

- Financial Audit –
  - o The Board recently signed an agreement with a CPA who will be conducting a financial audit of revenues and expenditures over the past 10 years. Work is beginning this month and should take eight to 10 weeks to complete.
- Facilities Improvement Project Financing Update (see attached)
  - o We are winding down the financial aspects of the project. Curt anticipates the final project coming it at just under 6% over budget. This overage is mainly due to unexpected delays and complications with the City of Seattle permitting process.
  - o Additionally, we added important elements to the project that were not included in the original project scope, including the new awning and the cement planting beds at the entrance to the facility.
  - o Overall, the Board feels good about where things ended up given the challenges faced.
- **Questions/Comments from Chat:**
  - o Marc Merryweather, are the swim club financials available for all members to review?
    - Meg Halverson, financials will be available.
  - o Carl Baber, I would like to see the financials as well.
    - Meg Halverson, Curt will review all financials in this meeting with visuals.
  - o Marc Merryweather, are the financials from 2018-2019 available to us.
    - Alex Pietsch, the financials will be posted with general membership meeting minutes.
  - o Marc Merryweather, are the financials from 2018 and 2019 operating results available to us also?
    - Alex Pietsch, I believe curt will have the 2019 actuals in his 2021 budget proposal for comparison.
  - o Cori Roed, where on the website are the meeting minutes and financials.
    - Alex Pietsch, we will get those approved and posted.

- o Rachelle Snyder, why are we having the audit?
  - Alex Pietsch, it is requirement of the bylaws of the club.
- o Nathan, I presume this is an internal audit, no?
  - Curt Knox, no this is a external audit, third party paid for by the club.
- o Sascha and James Mia, any pictures of the facilities improvement progress?
  - Alex Pietsch, Facebook.com/ahswimandtennis
- o Marc Merryweather, can we have admin expenses and utility expenses broken out on the itemized list?
- o Alex Pietsch, Curt can we have the administrative and utility expenses broke out?
- o Curt, Yes. How do we want them presented, with the final docs posted with the financials?
  - Marc Merryweather, part of final docs is good, meeting minutes is good.
  - Carl Baber, I think final notes would be nice.

- 2020 Season Financial Summary (see attached)
- 2021 Proposed Budget (see attached)
  - o *Alex calls for a motion to approve the 2021 budget as proposed.*

**MOTION: Alex Pietsch    SECOND: Marc Greene    OUTCOME:    APPROVED**

**New Business**

- Alex called for any questions or other new business from the membership.

**Meeting Adjourned**

- Alex called for a motion to adjourn the meeting.

**MOTION: Alex Pietsch    SECOND: Andy Rottler    OUTCOME:    APPROVED**

**Approval: President** \_\_\_\_\_

**Approval: Secretary** \_\_\_\_\_