

**Brookwood Swim & Tennis Club, Inc.**  
**Board of Directors Meeting Minutes**

Tuesday, June 23, 2020

- I. Call to Order
- II. Roll Call
  - a. Present: Ryan Fitzpatrick, TJ Day, Bree Martin, Brandon Napier, Dave Phelps, Katie Robbins, Justin Slusher, Matt Suedkamp, Greg Webster, Kate Wiseman
  - b. Absent: Jeff Burg
  - c. Guest: David Phillips
- III. Review/Approval of May Meeting Minutes
  - a. Unanimous approval of 5.12.20 meeting minutes
- IV. Financial Update
  - a. All licenses for the year have been acquired
  - b. All of our info is now on Quickbooks online to allow for easier access
  - c. 2019 taxes are almost ready to be submitted
  - d. Insurance company is conducting a financial audit
  - e. Working on payroll and concessions; Jeff will meet with David on Friday, 6/26, to ensure everything is ready to go
  - f. Matt T. requested a change to the board meeting schedule from the second to the third Tuesday of each month, so he can give a better financial update; unanimous approval by the board
  - g. We have 215–220 members paid; would love to get to 300
  - h. Let's consider fundraisers in July
  - i. We'll be open 10 weeks; normal year is 16 weeks; David is being paid for the entire summer; assistant managers are salaried but prorated; staff will be hourly; so, there will be some cost savings there
  - j. Mortgage is roughly \$23k; we won't have a payment to make until October (bank offered to defer again); deferred payments will go to the end of the loan; mortgage will be paid off in two years
  - k. David will keep Matt T. and Ryan updated weekly so we know if we need to adjust anything during the season; will need to be vigilant about staffing
  - l. Will park beer cart by manager's office and conduct sales that way; could also sell water
- V. COVID-19 Compliance Update
  - a. [Kentucky Healthy at Work Requirements for Public Swimming and Bathing Facilities](#)

- b. Capacity: Limit to 137 people in the pool; limit to 800 in facility, although we can technically have more
- c. Baby pool capacity: 8 in pool, 50 in the fenced area
- d. Will have separate entrance and exit
- e. Will do regular announcements reminding folks to socially distance from non-family members; suggestions/reminders will also be posted on site
- f. Will need to make sure staff members are checking people in and keeping a guest log for potential contact tracing
- g. For employees: Will do temperature checks and health questionnaire/assessment

VI. Technology Update

- a. Phone number has been updated
- b. TJ will have Spectrum come out and replace the modem

VII. Communication Update

- a. Once we pass health inspection, will communicate this to members and host a live update on Facebook
- b. Will disseminate guidelines via Facebook and email
- c. Will promote referral program

VIII. Adjournment