

MINUTES

Westwood Club Board of Directors Meeting

January 31st, 2023

DIRECTORS PRESENT: Gordon Tetlow, Ray Smith, Emilie LaSota, Rob Maguire, Patricia (Tish) Wussler and Dale Bardin

DIRECTORS ABSENT: Binh Trang

STAFF PRESENT: Steve Fluss, Nora Kessler

STAFF ABSENT: None

I. CALL TO ORDER

1. The meeting was called to order at 7:08 PM in the Lounge by Board President Gordon Tetlow.

II. GUESTS

None present

III. MINUTES

1. A motion was duly made and seconded to approve the December 13th, 2022, Executive Meeting Minutes as written. The motion carried. Discussed at this meeting were legal matters relating to an ARC matter and collections. Minimum wage and salary adjustments were discussed and implemented.
2. A motion was duly made and seconded to approve the December 13th, 2022, Regular Meeting Minutes as written. Motion carried.

IV. COMMITTEE REPORTS

1. ARC report indicated that most of the applications have been solar panel installations.
2. The Solar Ad Hoc Committee reported that plans for the electrical room have been approved and a permit to expand the electrical room has been issued.

V. OLD BUSINESS

1. The Board reviewed the room rental rate schedule. A motion was duly made and seconded to change the field rate to \$15 per hour , changes to rental contracts will be subject to a \$15 change fee. Cancellations within a 4 week window of an event may be subject to a 50% cancelation fee effective immediately with all new contracts. Motion carried.

VI. NEW BUSINESS

1. The Board reviewed the bids to replace the inner works of the parking lot and interior pole light lamps with corn cob LED bulbs. A motion was duly made and seconded to approve the estimate from Pro Tec. Motion carried.
2. The Board reviewed the cost incurred for a new pump, impeller and relay for the spa jets. A motion was duly made and seconded to approve the invoice from Commercial Pool Solutions in the amount of \$1016. Motion carried.
3. The Board reviewed the accounting of the Luminarias account. A motion was made and seconded to distribute the net balance of \$7,176.14 to Boy Scout Troop 681. Motion carried.
4. The annual calendar was reviewed by the Board.
5. RBYBL requested a reduction in the fees for GYM rental. With an attendee drop the league asked for some relief from the hourly rate charged to rent the gym. A motion was

duly made and seconded as a one-time courtesy to reduce the rental rate by \$3 per hour. Motion carried.

6. A review was made of the draft reserve study. A motion was duly made and seconded to approve the study as written. Motion carried.
7. The Board reviewed a draft budget. They have asked that a few minor changes be made before next month's meeting.
8. The Board reviewed the draft employee handbook. A motion was made to approve the handbook as written with the inclusion of inserting sick time that complies with local laws. Motion carried,

VII. MANAGER'S REPORT

1. Discussed was the increase cost of Natural Gas to heat the pool. It was reported that the cost of gas in December / January was approximately \$3,000 more than the previous year.
2. The staff has proposed for future consideration a family changing area.
3. The work on the tennis courts is expected to be completed by the end of February.
4. It was reported that a large pine in the parking lot was diseased and has been removed and will be stump ground.
5. Interest is currently being gauged for a Lifeguarding class.

VIII. FINANCIALS

1. The December 2022 financials were approved as presented.

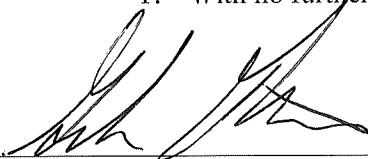
IX. CORRESPONDENCES

1. A thank you to for the holiday thank you was sent to the Board by a staff member.

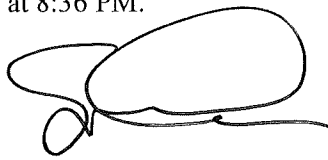
X. FOR THE GOOD OF THE ORDER

XI. ADJOURNMENT

1. With no further business the meeting was adjourned at 8:36 PM.



Gordon Tetlow, President



Steven A. Fluss, General Manager