

N279

Minutes of Potomac Squash Club Board of Director Meeting

Date/Time: May 16, 2023; 7 – 9pm

Place: Via Zoom

Next Board Meeting is scheduled for June 13th, 7-9pm.

Attendees:

Tim Bartol, President,
Jim Cannon, Secretary
Tom Friedman
Charlie Gunn
Karl-Erik McCullough
Zia Choudhury

Absent (Prior Commitments):

Basil Herzstein
Priti Prabhu

1. Opening of the Meeting (Tim Bartol)

2. Approval of the minutes from 04/18/23 Meeting (Tim Bartol)

- Approved unanimously.

3. Updates on Ongoing Projects

- ETSA Contract (Karl-Erik McCullough)

4. Updates on Ongoing Maintenance Projects/Issues (Charlie Gunn)

- PSC Dryer is broken and will need to be repaired or replaced based on cost options
 - New dryer exhaust ventilation duct should also be installed
 - Discussion ensued as to the need/desire for continuation of “towel service”
 - (1) Issue was raised that few club members actually wash, dry, fold and place clean towels on the shelving – a historical issue of many users but few “washers”
 - (2) Issue was also raised as to how many members use the showers after playing versus just leaving the club and heading home
 - (3) Consensus was that the towel service was not needed given the costs and efforts associated with providing towel service vice members bringing their own towels
 - (4) Motion was made and seconded to vote to eliminate towel service; a majority of the Board approved this motion “To Eliminate the Towel Service”
 - Action Items to eliminate the towel service
 - (1) Tim Bartol sent a PSC Group Wide email advising the elimination of the towel service and members will have to bring their own towels.

- (2) Tim prepared a sign for the laundry door stating “Towel Service Ended”
- (3) Charlie Gunn will post the sign on the door and will remove all the towels and store them for later disposition
- Court Floor Sanding
 - Contractor will provide a projected schedule and time period for this work
- Repair of Walkway:
 - Contractor will shortly cut and repair the walkway to eliminate tripping hazard
- Minor maintenance items and cleanup will be done by the Maintenance Team of Charlie Gunn, Tom Friedman and Jim Cannon.
 - Goal is within one year to have maintenance transition from Charlie Gunn to Tom Friedman and Jim Cannon and others

5. New Items (Tim Bartol)

- Keith Hartman has resigned as Treasurer effective May 15, 2023. Until this position is filled, Tim Bartol will serve as the Acting Treasurer.
 - Discussions included having the Potomac Squash’s CPA picking up some of the responsibilities and other options.
 - Further investigation and options will be pursued for the June 2023 Board of Directors Meeting.
- Priority Projects were established based on responses from PSC Board Members and discussion during this Meeting.
 - Each priority project will need to have a Champion who can investigate the issues, solutions and costs to support of options.
 - Each Champion will be responsible to provide information to assist the Board in determining the path forward based on technical issue and estimated costs.
- Priority Project List (included is the Item number from the original list)
 - Cutover to “Club Locker” (Item 16)
 - (1) Champion:
 - Rainy Day Fund Set Aside (Item 2)
 - (1) Champion:
 - Fire Extinguishers placement throughout the building (Item 15)
 - (1) Champion:
 - Montgomery County Building Code PSC Compliance/Non-Compliance (Item 8)
 - (1) Champion: Charlie Gunn
 - Repair outdoor cement walkway from driveway to front door (Item 24)
 - (1) Champion: Charlie Gunn
 - Update Main PSC website to be https compliance (Item 18)
 - (1) Champion: Basil Herzstein
 - Expansion of Women’s Locker Room (Item 12)
 - (1) Champion: Basil Herzstein

6. Action Items – “to Do List”

- Basil Herzstein – Identify requirements to convert web site to https.
- Charlie Gunn – coordinate code review of PSC facility and pursue finding records/documents of past reviews.
- Jim Cannon – assist Charlie Gunn with document search and contacting former members for records.
- Tim Bartol – Announce “End of Towels” with PSC Membership email “blast”; Announce Tournament this coming Saturday at PSC and confirm courts blocked out for tournament.
- Jim Cannon – conduct Administrative review and update of PSC website
 - Identify changes needed for website to be current as well as ensure information on the website provides useful information for members and prospective members
- **Board Members:** Review and comment on Priority Project List prior to next Board