

N281

Minutes of Potomac Squash Club Board of Director Meeting

Date/Time: June 13, 2023; 7 – 9pm

Place: In-Person and Zoom

Next Board Meeting is scheduled for July 11th, 7-9pm.

Attendees:

Tim Bartol, President,
Jim Cannon, Secretary
Keith Hartman
Tom Friedman
Charlie Gunn
Karl-Erik McCullough
Zia Choudhury
Priti Prabu
Basil Herzstein

Documents Provided for Board Meeting:

- Minutes from May 16, 2023, Meeting
- ETSA Certificate of Insurance
- Keith Hartman Recission of Resignation from PSC Board

1. Opening of the Meeting (Tim Bartol)

- Discussions with PSC Board Members have shown unanimous support for the return of Keith Hartman as Treasurer and also for Basil Herzstein to assist Keith in working with 3rd parties to handle paperwork and compliance issues.

2. Approval of the minutes from May 16, 2023 (Tim Bartol)

- Approved unanimously.

3. Treasurer's Report (Keith)

- Membership Status
 - 110 active members
 - 25 inactive
 - 3 temporary members
- Budget – current bank account are ~ \$201,000
 - Initial detailed budget will be provided at July 11th PSC Board Meeting

4. Membership Gains and Losses (Priti)

- PSC court usage up slightly to 33%
- Have lost a couple of members and have a couple of prospective new members

- New category of temporary/part-time membership, such as during summer months
 - Priti and Keith are the champions on membership issues and are developing some options/ideas for discussion in the near future for PSC Board review and discussion

5. Updates on Ongoing Projects – El Torky Squash Academy LLC (ETSA)

- ETSA Certificate of Insurance for Workman’s Compensation, General Liability, and Medical Coverage has been provided to PSC by Althea Jacques-Ireland DBA NoBe Insurance Services
- ETSA has requested to hold squash camps/clinics at PSC
 - Issue discussed:
 - (1) The status of fire and occupancy code compliance (or lack thereof) and its impact on our ability to act as a host for ETSA camps.
 - (2) Whether PSC has a residential or business occupancy permit with Montgomery County
 - (3) Whether any daily program hosted by ETSA at the club with under 5 children at a time met the county definition of a camp (and thus was subject at all to MoCo camp regulation).
 - (4) Whether limiting summer ETSA daily clinics for kids to 4 individuals/clinic would allow ETSA to proceed legally.
 - PSC Board unanimously approved for clinics which would be limited to 4 players at a time; Karl-Erik McCullough will speak with Nouran El Torky as to her willingness to accept this restriction for clinics and Karl-Erik will advise PSC Board of her response
 - Board also agreed research the status of our occupancy permit (see To Do’s below)

6. Updates on Ongoing Maintenance Projects/Issues

- Floor Sanding of squash court floors (KE/Charlie)
 - Contractor, Victor (last name), has started this work which is ongoing and on schedule
 - Issue of dust on other courts from this sanding was discussed; the courts have a fine dust which may be slippery and dangerous for play; members had to wet mop with towels the floor to remove the dust
 - KE will discuss with Victor his cleaning the floors of the squash courts with wet towels to ensure the dust is removed so the other courts may be safely played on
- Repair of Walkway (Charlie)
 - Contractor has cut and repaired the walkway to eliminate tripping hazard
- Fans (Charlie)
 - Fan controls have been replaced. Fan repairs are ongoing; the issue to replace/remove them will require scaffolding and may be addressed at a later date.
- PSC Dryer and Dryer Exhaust Ventilation Duct (Charlie)
 - New dryer and ventilation duct has been installed and is fully operational
 - Towel services at PSC for members has been reinstated

7. Updates From Board Members on Action Items from Last Board Meeting

- Basil Herzstein – Identify requirements to convert web site to https.
 - Need to identify the requirements and scope of work for PSC Executive Leadership to determine if full PSC Board discussion is required
 - For the benefit of the PSC Board, a descriptive summary of the subject and requirements should be provided for review prior to a contract being issued
- Charlie Gunn – coordinate code review of PSC facility and pursue finding records/documents of past reviews by contacting previous PSC membership/leadership
 - Jim Cannon – assist Charlie Gunn with document search and contacting former members for records.
- Charlie Gunn raised three issues: (1) issue of clean-out of all closets, storage spaces; (2) keys for the front door to allow access should the security system have a failure; (3) evening cleaning of the PSC facility and blocking out court reservations for cleaning
 - (1) Basil and Jim will assist Charlie upon their return from their vacations and everyone will be on the lookout for any PSC documents related to the facility and Codes
 - (2) Charlie will make one extra key to the main club door and will give it to Tim Bartol (the President)
 - (3) Charlie will work with Karl-Erik to update the reservation system with annotation that court may be unavailable for short periods to allow cleaning of the courts
- Tim Bartol – The “End of Towels” services decision has been rescinded and Tim has already notified the PSC Membership.
- Jim Cannon – conduct an administrative review and update of PSC website
 - Will identify first set of changes, needed for website to be current as well as ensure information on the website provides useful information for members and prospective members by July 11th Board Meeting.
 - PSC Board Members are welcome to provide inputs to Jim for any desired changes, recommendations, etc., to improve the quality and accuracy of the PSC website
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8. New items: Reviewed the “Priority Project List” from May 16th PSC Board Meeting

- Champions are requested to prepare summaries for review and future discussion by PSC Board Members at Monthly Meetings
- 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 any potential solutions.
- Each Champion will be responsible for providing information to assist the Board in determining the path forward based on technical issues and estimated costs.
 - Individuals are welcome to volunteer to serve as Champions for the benefit of PSC
- Priority Project List (included is the Item number from the original list)
 - Cutover to “Club Locker” (Item 16)

- (1) Champion: Basil Herzstein with Karl-Erik McCullough – On-Going
- (2) Tim Bartol to provide summary of status of this project for the next board meeting
- (3) Karl-Erik to talk with Nouran about getting her (and her associates’) 1) advice about doing such a cutover – and/or 2) paid help to run that cutover.
- Rainy Day Fund Set Aside (Item 2)
 - (1) Champion: Keith Hartman with Basil Herzstein – On-Going
- Fire Extinguishers placement throughout the building (Item 15)
 - (1) Champion:
- Montgomery County Building Code PSC Compliance/Non-Compliance (Item 8)
 - (1) Champion: Charlie Gunn – On-Going
- Repair outdoor cement walkway from driveway to front door (Item 24)
 - (1) Champion: Charlie Gunn - COMPLETE
- Update Main PSC website to be https compliance (Item 18)
 - (1) Champion: Basil Herzstein – On-Going
- Expansion of Women’s Locker Room (Item 12)
 - (1) Champion: Basil Herzstein - TBD

9. Action Items – “to Do List”

- PSC Compliance with Montgomery County Codes based on the PSC Building Permit and current application of Codes to older facilities and operations such as PSC
 - Tim Bartol to obtain and review the Permit for the PSC facility and its operations for possible discussions with PSC Board and legal counsel.
 - This Long-term project will require review and planning to ensure PSC Board takes the appropriate actions to ensure PSC compliance with Codes

10. Next PSC Board Meeting, July 11, 2023, 7-9pm

- Hybrid Meeting of In-Person attendees and Zoom attendees