

N285

Minutes of Potomac Squash Club Board of Director Meeting

Date/Time: July 11, 2023; 7 – 9pm

Place: In-Person and Zoom

Next Board Meeting is scheduled for August 8th, 7-9pm.

Attendees:

Tim Bartol, President,
Jim Cannon, Secretary
Keith Hartman
Tom Friedman
Charlie Gunn
Karl-Erik McCullough (KE)
Zia Choudhury

Absent (Prior Commitments)

Basil Herzstein
Priti Prabhu

Documents Provided for Board Meeting:

- Minutes from June 13, 2023, Meeting

1. Opening of the Meeting (Tim Bartol)

2. Approval of the minutes from June 13, 2023 (Tim Bartol)

- Approved unanimously.

3. Treasurer's Report (Keith)

- Membership Status
 - 101 Active members
 - 28 Inactive members
 - 1 Temporary member
- Budget – Current M&T balance: ~\$38K

4. Membership Gains and Losses (Priti)

- Updates will be provided at the August 8th Board Meeting

5. Updates on Ongoing Projects (Karl-Erik)

- El Torky Squash Academy (ETSA) Camps
 - Agreed to limit the number of attendees to 4 players to ensure PSC remains within the PSC occupancy permit.

6. Updates on Ongoing Maintenance Projects/Issues

- Floor Sanding of squash court floors (KE/Charlie)
 - Contractor has completed the sanding of courts and painting of lines.
- Donation of Treadmill exercise equipment from Tom Friedman
 - Evaluation of location of this equipment will be provided to the Club.
- Goggles/Non-Marking Shoes Requirements – signage posted/reposted.
 - Goggles must be worn by all PSC squash players and guests.
 - Non-Marking Shoes must be worn to prevent marking of the courts; the newly sanded courts already have some floor marks due to improper shoes being worn on the courts.

7. Updates From Board Members on Action Items from Previous Board Meetings

PSC Compliance with Montgomery County Codes and Regulations

- **Tim Bartol, President**

A Team of the PSC Board Members, led by Tim Bartol, has been looking at the general issue for several months as to PSC compliance with the Montgomery County (MoCo) Codes. This includes the Codes in effect when PSC was established and the Codes currently in effect as they may or may not apply to PSC.

There also has been a substantial effort to identify reference documents for PSC with present/former Board Members so have as much information as possible as to the history of the Club with respect to MoCo and any modifications to the facility or its occupancy permit.

Significant progress and been made and is ongoing to document and understand the history of PSC's compliance with MoCo Progress and to understand and manage our overall MoCo code compliance risk.

In the coming months, as this issue becomes clearer as to MoCo code compliance risk and options, there will be updates from the Board on the potential paths forward to address any issues. There is still a substantial amount of research and analysis to be done before options can be proposed and thus the ongoing nature of this work.

There was considerable discussion about what our goal should be with respect to compliance (Assess risk? Remove risk? Something in between?) and what our next steps should be. We made no final decision on goal but agreed that our next step should be to put a repair (to meet code) of the interior deck out for bid. With two goals: 1) to fix this one issue and 2) to use the fix process to see if we can understand our other code risks and (potentially) find a partner to work with in identifying, managing (and addressing) our other code risks. Basil, Tim and Keith were assigned to work on this project.

Update on Club Locker cutover

Background: Club Locker is a cloud-based application software platform for clubs, facilities, and competition-based organizations. Provides players, coaches, clubs, teams, etc., with a system with a suite of club management/reservation capabilities, competition management modules, and more.

The PSC Club Locker membership had lapsed but has been renewed. Tim will continue to work on the preparation for this cutover for the next meeting.

PSC Facilities

- Charlie Gunn
 - Will provide an extra key to Tim Bartol to ensure access should the keycard security access be inoperable.
 - Updating the court reservation schedule with Karl-Erik McCullough to show the periods when courts may be briefly unavailable during club cleaning periods.
 - Completed search for records/documents related to the PSC facility design and previous code inspections.

Website Information

- Jim Cannon – Conducted an administrative review and update of PSC website.
 - Identified that the Board of Directors, Assignment of Roles and Responsibilities, and Points of Contacts, and other documents need to be updated on the website.
 - Updated documents will be provided for review and consideration for approval by the Board for the August 8th Board Meeting.

8. New items:

- Keith Hartman: Existing Service Contracts for Snow Removal and other activities will be reviewed to ensure they are up-to-date and in effect for PSC.

9. Action Items – “to Do List”

- Keith Hartman: Request from our insurance agent a copy of PSC Director and Officers (D&O) Liability Coverage documents. A review of the policy will be made to determine the need for additional D&O liability coverage.