

## N286

### Minutes of Potomac Squash Club Board of Director Meeting

Date/Time: August 8, 2023; 7-9pm

Place: In-Person and Zoom

Next Board Meeting is scheduled for September 19, 2023; 7-9pm.

#### Attendees:

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

#### Documents Provided for Board Meeting:

- Draft Agenda for August 8<sup>th</sup> Board Meeting
  - Minutes from July 11, 2023, Meeting
  - Bullis School Summary of Interest for Squash Program at PSC
  - PSC Secretary Memo on Proposed Changes to Website
  - PSC Secretary Scanned Website Pages with Changes
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- **Opening of the Meeting (Tim Bartol)**
  - **Approval of the minutes from July 11, 2023 (Tim Bartol)**
    - Approved unanimously.
  - **Treasurer's Report (Keith Hartman)**
    - Membership Status
      - 100 Active members
      - 26 Inactive members
      - 1 Temporary member
    - Budget – Current M&T balance: ~\$28K
  - **Membership Gains and Losses (Priti Prabhu)**
    - Court Usage was at 27%
    - Two new potential members next month

- **Updates on Ongoing Projects**
  - No updates on ongoing projects
- **Updates on Ongoing Maintenance Projects/Issues**
  - No updates on ongoing maintenance projects/issues.
- **Updates From Board Members on Action Items from Previous Board Meetings**
  - **PSC Compliance with Montgomery County (MoCo) Codes (Tim Bartol)**
    - Basil, Keith, and Tim have been working on this Review and have had discussions with a contractor (Willoughby) and with the contractor’s architect (Kevin Driscoll) on two principal topics:
      - The deck above/behind Court #3 does not comply with MoCo Codes; the existing deck needs to have an entirely new stairwell and railings.
      - Fixing the deck may trigger the need for a new fire exit from the lower floor area behind Court #3.
    - One issue that has arisen is the issue of ADA (American Disability Act) compliance or non-compliance for the facility and its features. Apparently, the club is not subject to ADA per se, but IS subject to MD’s implementation of all Federal ADA requirements.
    - The discussion included the importance and value of establishing a long-term relationship with a contractor and an architect to resolve these MoCo Code compliance issues and also, any other issues, plus future issues.
    - Separately, for any design projects the architect provides, there would be a competitive bid process for contractors who would do the work.
    - There was agreement amongst the Board members that:
      - Establishing this long-term relationship was of benefit to the Club to address the uncertainty of compliance/non-compliance from a risk management perspective.
      - Basil, Tim and Keith should contract with this architect (KJD) to create a code compliant design for a) the deck and b) (if needed) a new exterior door.
  - **Club Locker Cutover versus Squash Works Functional Upgrade (Tim Bartol)**
    - Club Locker is a cloud-based application software platform for clubs, facilities, and competition-based organizations. Club Locker has a record of poor customer support and a backlog of code issues. Thus, some hesitancy to do a cutover.
    - Tim and Karl-Erik had a Zoom meeting with a group of PSC members who are interested in fixing any material problems with Squash Works (SW)
    - Next step is to ask PSC Members Steve Weber and Srini Guruswami to discuss with SW owner whether he would allow our PSC team to get access to the SW source code to upgrade security (https), and/or features — either for PSC only or for SW users in general, etc.

- If discussion with SW is positive, then a team of PSC Members can be formed to develop a proposal for PSC Board and SW owner for next steps.
- PSC board approved a motion for Steve and Srini to work with SW owner to identify issues and next steps to proceed with this potential upgrade option.
- **PSC Facilities (Charlie Gunn)**
  - No ongoing PSC Facilities issues currently.
- **Website Information (Jim Cannon)**
  - Proposed changes to the PSC Website were provided to the Board for their review and comment. The Board approved Jim’s suggestions.
  - Phase D Operations and COVID-19 Pandemic references along with the Infectious Disease Waiver be removed from the website as the Federal, State and County Public Health Emergency due to COVID ended May 11, 2023.
    - Need to have Squash Works page banner to remove reference to “Phase C” rules
  - These proposed changes only affect the General Information on the Website and do not affect the Members Only, Squash Works Match Scheduler site within the Website.
- **PSC Director and Officers (D&O) Liability Coverage:** Keith Hartman contacted the insurance agent and advised that this liability coverage has been approved for another year and that the coverage has been increased from \$1M to \$2M.
- **New Items:**
  - **New Cleaner for Club Facility (Tom Friedman)**
    - Busy Bee is currently contracted to come 3 times per week and appears to have only come twice per week and complaints have been made about its cleanliness
    - The core issue is probably one of finding someone to do a good job and paying them accordingly, which probably means paying more than we are right now.
    - Tim proposed to ask Tom Friedman (after the meeting) whether he would take responsibility for finding out how much more PSC would have to pay to obtain the desired results and to consider potentially using several different cleaners over a period and see how the cleanliness of the club improves and at what cost.
      - Tom has agreed to take on this task and to propose options to the Board.
  - **Bullis School Request for Squash Program at PSC (Karl-Erik)**
    - Nouran El Torkey has been in touch with Bullis School about setting up a squash program at PSC. This subject is one of **discussions only** at this point.
    - The issue of when this program might start was discussed considering the MoCo code compliance issues. Until these issues are resolved, a decision about this request must be deferred but discussions as to the details and scope of the proposal can be pursued.
    - Nonetheless, discussions with Bullis School can proceed

- **Action Items – “To Do List” Summary**

- The Board approved a Motion for Basil to establish a contract for a long-term relationship with an architect to address the MoCo Code compliance/non-compliance issues, focusing first on two projects: Code compliant design for (1) the Deck, and (2) if needed, a code compliant new exterior exit door.
  - Basil will work with Keith and Tim on this contract and scope and in the near-term, present these two documents to the Board
- The Board approved a Motion for Karl-Erik to investigate the continued use of Squash Works with functional upgrades rather than converting to Club Locker software.
  - Karl-Erik will contact Steve Weber and other PSC members to pursue functional upgrades with Squash Works owner.
- The Board approved a Motion for Jim Cannon to update the PSC Website and to remove all references to COVID-19 policies and practices.
  - Jim Cannon will update the website and keep the Board apprised of the changes as proposed and approved. Zia Chaudry will remove all related signs at the Club.
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- Tom Friedman will develop a proposal of actions and contract requirements for a competitive bid process to identify new cleaners and associated costs for consideration by the Board.
- The Board approved a Motion for Karl-Erik to initiate discussions with Bullis School about the establishment of Middle School Squash Program at PSC
  - Karl-Erik will advise the Board of next steps to develop this program and the requirements to implement at PSC.