

N293

Minutes of Potomac Squash Club Board of Director Meeting

Date/Time: November 7, 2023; 7-9pm

Place: In-Person and Zoom

Next Board Meeting is scheduled for December 5, 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 November 7, 2023, Meeting
- Minutes from October 10, 2023, Meeting
- N225: 2021 PSC Annual Membership Meeting Reminder
- N292: To Do List from Board Meetings

• Opening of the Meeting (Tim Bartol)

• Approval of the minutes from October 10th Board Meeting (Tim Bartol)

- Approved unanimously.

• Treasurer's Report (Keith Hartman)

- Membership Status
 - Total Members 132
 - 104 Active members
 - 26 Inactive members
 - 1 honorary + 1 inactive temporary member
- Budget – Current M&T balance: ~\$12,571

• Membership Gains and Losses (Priti Prabhu)

- There has been an increase in interest and new members; 3 new members joined and 3 perspective members.
- Usage has increased to 39%, which reflects changing fall/winter weather with greater interest in playing squash.

- **Updates on Ongoing Projects**

1. PSC Stairs/Deck Repairs Proposals for Compliance with Montgomery County (MoCo) Codes (Basil Herzstein, Tim Bartol, Keith Hartman)
 - Architect’s drawings are awaiting professional engineer’s review and approval for submittal to MoCo for a review and approval; next step will be to solicit bids from contractors for proposals.
 - PSC Fire Compliance Permit is required and will be submitted after seeking assistance from architect and engineer.
 - Women’s bath/locker expansion is on hold pending cost estimates and options for stairs and deck repairs; once the extent of these costs is known, PSC Board will be in a better position to evaluate next steps regarding women’s locker room expansion.
2. Squash Works Functional Upgrade (Tim Bartol)
 - Srinu Guruswami has taken the lead and working to establish a list of issue to be resolved and recommendations for submittal to Tim Bartol
3. Bullis School Squash Program at PSC Update (Karl-Erik)
 - Bullis has not pursued this idea any further, but PSC remains open to the idea should they wish to pursue in the future.

- **Updates on ongoing Maintenance projects/problems (Charlie Gunn/Tom Friedman)**

- AED Defibrillator – AED-10s are out of date and are no longer available; need to find alternate equipment and ensure ease of operation in an emergency
- General Maintenance:
 - Speed Queen technician scheduled to return to PSC to meet with Charlie Gunn as to problem and if the machine is the problem.
 - Nets between the courts have been cleaned.
 - Patio – Need to obtain additional estimates to complete patio repairs as only one contractor responded to date.
- Replacement of Reservations System TV Monitor (Tim Bartol)
 - A new monitor will be installed at the Club at the earliest convenience.

- **New Items:**

1. Update from Women’s Night (Priti)
 - PSC Website has been updated with photos and text for this successful event.

2. Juniors Bronze Tournament (KE)
 - The tournament scheduled for Sunday, November 12th and access to the deck will not be allowed for anyone to ensure the safety of tournament players and guests.
3. Budgeting (Keith)
 - Financial “Pro Forma” statement is under development and will be provided to Board in the near-term.
 - Will establish goals, baseline costs, revenue, net revenue, borrowing capacity and other financial issues as determined.
4. Annual PSC Membership Meeting
 - Proposal is for a January 2024 Meeting (1 Hour) to brief Membership on issues and activities as to what the Board has been up in 2023 and plans for 2024.
 - Focus will be on finances and membership and 2024 projects related primarily to PSC facility
 - Consensus was an Annual Meeting is desired and should be held as soon as possible.
5. Cleanup of SquashWorks Membership List and Access (KE, Keith)
 - Continue to review the current list and ensure list is up-to-date and access is only for current members (active & inactive) and that all locker assignments are for active or inactive members only.
6. PSC Squash Wall Repairs (KE, Tom, Keith)
 - Board members continue to work with Jay Naseem to determine the scope and options for repairs based on site visits to other courts as well as discussions with Jay as to the issues at PSC.
7. PSC Subsidizing of ETSA Insurance (KE)
 - KE to discuss with insurance agent the issue of ETSA insurance coverage at PSC and possibly other clubs.
- **Action Items – “To Do List” On-Going Summary**
 - A separate List is developed and distributed immediately after each Board meeting to ensure Board members are clear on the “To Do” action items in preparation for the following Board Meeting.