

**Black Point Beach Club Association
Board of Governors
January 24th, 2018 Special Meeting**

Present: Kevin Callahan, Chair
Will Fountain
Bill McDowell
Ronnie Phelps
Steve Beauchene
Phil Lombardo
Cheryl Colangelo

FILED IN EAST LYME
CONNECTICUT
Jan 31 2019 AT 9:09 AM/PM
Greene
EAST LYME TOWN CLERK

Absent: Maureen Lowney, Treasurer
Ruth Ames, Tax Collector
Mary Cahill, Ex-Officio

The Special Meeting of the Black Point Beach Club Association Board of Governors was held on Thursday January 24th, 2019, at 6:00 p.m. in the Black Point Beach Club Association Clubhouse located at 6 Sunset Avenue in Niantic, Connecticut.

1. Call Meeting to Order & Attendance

Mr. Callahan called the Special Meeting of the BPBCA Board of Governors to order at 6:00 p.m. A Quorum was present.

2. Approval of Minutes

a. October 25th, 2018

MOTION (1)

Mr. Beauchene moved to approve the BPBCA Board of Governors Meeting Minutes of October 25th, 2018.

Mr. McDowell seconded the Motion.

Motion carried, 7-0-0.

b. November 19th, 2018

MOTION (2)

Mr. McDowell moved to approve the BPBCA Board of Governors Meeting Minutes of November 19th, 2018.

Ms. Colangelo seconded the Motion.

Motion carried, 7-0-0.

c. November 27th, 2019

MOTION (3)

Ms. Colangelo moved to approve the BPBCA Board of Governors Meeting Minutes of November 27th, 2018.

Mr. McDowell seconded the Motion.

Motion carried, 7-0-0.

d. December 12th, 2018

MOTION (4)

Mr. McDowell moved to approve the BPBCA Board of Governors Special Meeting Minutes of December 12th, 2018.

Mr. Beauchene seconded the Motion.

Motion carried, 7-0-0.

e. January 3rd, 2019

MOTION (5)

Ms. Colangelo moved to approve the BPBCA Board of Governors Special Meeting Minutes of January 3rd, 2019.

Mr. McDowell seconded the Motion.

Motion carried, 7-0-0.

3. Pier Update

Mr. Beauchene gave a pier update:

- 8 companies are preparing bids and proposals.
- The deadline is March 1st which will allow time for the Board to review and ask questions prior to presenting to the Membership at the annual May meeting.

Mr. Beauchene gave the specs they're looking for and discussed some of the companies he has heard from.

4. Club Program- Ronnie Allen

Ms. Allen provided a handout (see attached) which the Board discussed.

Ms. Allen reviewed the documents ready to go out and detailed some of the following:

- Employee agreement needs to be changed with the actual dates.
- She and Sandy are coordinating events such as bingo nights; the Co-Directors will handle this task next year. She is working on the calendar.
- Water safety certification can be Red Cross or General- 2 options are viable.
- She'd like to incorporate website blurbs with a link to applications and info regarding where to send it to and so forth.
- Postings can go up tomorrow.
- February 15th is the deadline for job applications.

Ms. Allen recommended setting potential interview dates this evening and the Board decided on March 2nd and March 16th at 10:00 a.m. and March 7th at 6:00 p.m.; the Board will make the short list after reviewing the applications and Ms. Allen will check the references.

Ms. Allen said they need to determine protocol for doing evaluations and put on the agenda. She suggested sending a registered letter to Garrett to obtain the needed documents in his possession and Mr. Callahan said he will try calling prior to making that step. Ms. Allen asked about the receipt book which she needs for counselor and volunteer information.

Ms. Allen inquired about IT resources and Mr. McDowell said Jim Moffett.

Ms. Allen asked for permission to get t-shirts for sale and set up a facebook recreational page for cancellation notices and so forth; the page is for informational purposes only and will not be

a page people join. She also provided blurbs regarding the Club changes and new hires, which the Board reviewed.

The Board debated performing employee background checks and suggested having someone review the legality of the employee forms they utilize.

Ms. Allen suggested determining time off protocol for the new hires.

5. Association Manager and Beach or Security Positions

Ms. Callahan reminded the Board they decided at the last meeting to go without and split the duties between the manager and supervisor.

The Board had a lengthy discussion regarding the rolling, maintenance and expense of the tennis courts.

MOTION (6)

Ms. Colangelo moved that the individuals who use the tennis courts roll them after each use.

Mr. McDowell seconded the Motion.

Ms. Colangelo said she's hesitant to pay someone to perform this task. Mr. Lombardo suggested tabling this matter until they obtain more information regarding the required maintenance of the tennis courts; Mr. Callahan said he will seek out this information.

MOTION (7)

Ms. Colangelo rescinded her previous motion.

Mr. McDowell rescinded his second.

The Board had an in-depth discussion regarding the job description they revised at the last meeting. Mr. Lombardo stressed the importance of the Board agreeing on the wording.

Mr. Lombardo said he'd like to add "assists with the 4th of July Picnic and Parade" in the description; it's important they know they will be working on the 4th.

The Board discussed the salaries for the Waterfront Supervisor and Association Manager.

Ms. Allen said she doesn't think she's prepared this evening for this discussion and Mr. Callahan asked about tabling this until next week.

The Board debated how to divvy up the available \$22,500 now that one position has become two.

Mr. Fountain discussed the previous salary of the Association Manager.

The Board discussed how it might be better to return to having one person as Association Manager and eliminate the separate Beach Supervisor.

MOTION (8)

Ms. Colangelo moved to change the two positions of Beach Supervisor and Association Manager to one Association Manager which includes what we previously discussed as Waterfront Manager.

Ms. Allen seconded the motion.

Motion carried, 7-0-0.

The Board further discussed the salary of the Association Manager.

Mr. Fountain said he doesn't think the position should be prorated.

MOTION (9)

Mr. Beauchene moved to set the Association Manager salary to \$22,000.

Ms. Colangelo seconded the motion.

Mr. Callahan said he thinks \$20,000 is sufficient given the new hire will not have the experience of the previous employee.

Mr. Fountain said he thinks the position should be more than \$22,500; he wants the most qualified person possible.

MOTION (10)

Mr. Beauchene amended his motion to change \$22,000 to a range of \$18,000- \$22,000 dependent upon experience and qualifications.

Ms. Colangelo amended her second.

Motion carried, 6-1-0.

Nay: Mr. Fountain

Mr. Beauchene will tweak the now one position and email it to the other Board Members.

ADJOURNMENT

MOTION (11)

Ms. Colangelo moved to adjourn the Black Point Beach Club Association Board of Governors Special Meeting at 8:13 p.m.

Respectfully Submitted,

Brooke Stevens, Substitute Recording Secretary

Club Report January 24, 2019

Documents

1. Club Policy
2. Employment Agreement Based on Waterfront Supervisor (IF REQUIRED)
3. BPBC Recreation Co-Director Job Description Draft (& Website Link Draft)
4. BPBC Recreation Water Safety and Swimming Program Coordinator Job Description Draft (& Website Link Draft)
5. Counselors/Volunteers Application
6. Website Blurb (Call for Volunteers)

1. Overview of Documents

- a. Club Policy
- b. Employment Agreement (?)
- c. Co-Directors

Planning– This year will be significantly different (and effects rate of pay)

Ronnie and Sandy Adams coordinating volunteers and events (i.e. Bingo nights)

Due to March deadline for Calendar, Brochure. Next year this will fall on Directors)

- d. Water Safety Coordinator/WSI Support (Red Cross or General)
- e. Website Blurbs

2. Timeline

- a. Postings – January 25th
- b. Accept Applications to February 18th
- c. Interviews 2 or 3 Options – (Set dates today)
Saturday – March 2 & 16 10:00 a.m.
Evening - 6:00 March 7th
- d. Hire Special Meeting 12:00 Saturday March 16th
- e. Set dates for Year End Evaluations now & add discussion of protocol for reports and evaluation to future agenda
- f. Staff Guidelines & Outline for BOG approval (March meeting agenda)
- g. Materials to publish posted by March 31st to Secretary & website
- h. June Staff Training

3. Need

- a. Information from Garrett (enrollment numbers, staff info, swim records and everything requested at Dec 12th Meeting – No Follow Up???)
- b. Look into Resource for on line registration or at least forms
- c. Approval to order STAFF shirts and Black Point Shirts for Sale
- d. Approval to set up informational web page (calendar, brochure, events, weather cancellations for events). This will save a substantial amount on printing costs)

4. Considerations

- a. Background Checks
- e. Legality of Forms/Applications/Seasonal Hire
- f. Guidelines
Protocol for reports/problems (Liaison & Chair & Vice)
Absence & Coverage
Workman's Comp?
- g. Website says 9:30 – 11:30 is that correct?