

**Black Point Beach Club Association
Board of Governors
Minutes of Special Meeting
Tuesday, November 27, 2018
5:00Pm**

The Special Meeting of the Black Point Beach Club Association Board of Governors was held on Tuesday, November 27, 2018, at 5:00 p.m. in the Black Point Beach Club Association Clubhouse located at 6 Sunset Avenue in Niantic, Connecticut.

Present: Cheryl Colangelo, Vice Chair; Will Fountain, Bill McDowell, Ronnie Phelps, and Mary Cahill, Ex-Officio

Also Present: Carolyn Boyle, Treasurer; Maureen Lowney, Secretary

Steve Beauchene arrived at 5:33Pm

Phil Lombardo arrived at 5:54Pm

Absent: Kevin Callahan, Chair; Ruth Ames, Tax Collector

1. Call meeting to order; Attendance

Ms. Colangelo called the Special Meeting of the BPBCA Board of Governors to order at 5:06Pm. A Quorum was present.

2) Personnel - Treasurer Position

Ms. Colangelo and the Board thanked Ms. Boyle for her years of service as the treasurer. Ms. Boyle said she would stay on till December 31, 2018.

****Motion [1]**

Ms. Allen made a motion to hire Ms. Maureen Lowney as the treasurer as of December 1, 2018 with Ms. Carolyn Boyle resigning on December 31, 2018.

Mr. McDowell seconded the motion.

Vote: 4 - 0 - 0. Motion Passed.

3) Reports

Club Program _ Ronnie Phelps

Ms. Phelps presented a report on the Club Program. (Report attached).

She presented the Board with three options in regards to the program and budget. The first option was to keep the budget the same, the second option is to increase the budget by 15% and the 3rd option increasing the budget by 25%.

Discussion followed with the Board members commenting that the 15% increase would have more staff and a higher quality program with two co-directors working as a team and two WSI's.

****Motion [2]**

Ms. Phelps made a motion to accept the club program proposal with the 15% increase in budget as presented with co-directors and WSi's

Ms. Cahill seconded the motion.

Vote: 5 - 0 - 0. Motion Passed.

3) New Business - Beach Manager

Ms. Colangelo asked the Board members what type of support they thought was needed for the association if it should be one position as it had been the past few years or two positions. The Board members gave their opinions. Mr. Beauchene said they should all make a list of items they would like to see in the job description.

**** Motion [3]**

Ms. Phelps made a motion that the Special Meeting of the Black Point Beach Club Association Board of Governors be adjourned at 6:23 p.m.

Mr. McDowell seconded the motion.

Vote 6 - 0 - 0. Motion Passed

Respectfully submitted,

Maureen Lowney, Secretary

Black Point Beach Club Recreation Program Proposal 2019 Narrative

November 19, 2018

Budget

The attached proposal has an outline of three comparative budgets. The first column “Basic” outlines a program that reflects minimal changes and development. The second “Revised” outlines a program reflecting recommendations and proposals based on parent and committee input. The “Ideal” maximizes the program’s potential. If not considered for this year, the “Ideal” proposal should be considered as part of long term planning.

Leadership

Last year there were major problems when the Director was absent. There was no one to assume a position of authority. Changing the Director position to two equal positions assures leadership in the event of the unexpected, diversity in planning and the ability for the work and supervisory responsibilities to be shared. Expanded responsibilities would include program development, staff training, and planning/implementing community events.

Health and Safety

Last year there were several concerns with Health and Safety. This will be addressed in a mandatory training for counselors and volunteers. Staff guidelines and expectations would be outlined in a handbook. Director would supervise and evaluate staff based on expectations outlined in the guidelines.

Separation of Water Safety Program

Last year there were several concerns over Swimming Lessons. Two WSI’s would be added to enhance quality of instruction, safety, supervision and record keeping. Water Safety Guidelines would be included in counselor training and handbook.

A separate proposal is attached for a formal Water Safety and Swimming Program for \$4,000.00. This includes staff Training for CPR and First Aide which would separately cost approximately \$1,650.00.

Programming

The **Basic Budget** reflects primarily maintaining the status quo with minimal improvements including one additional WSI, an increased line item in Educational/Consumables (sufficient craft materials for seven weeks, equipment and supplies that are in dire need of replacement). It

does not include specific community activities and “Friday” activities that were originally planned when the program was clipped to five days.

The **Revised Budget** includes additional programming that requires planning time, coordination and supervision Recommendation Example:

Annual Program Wide Theme for 2019 “Niantic Bay”

Activities and Workshops including Project Oceanology, Mystic Aquarium Educational Program (Suitcases of Surprises)

SECT Regional Resources (Conservation/Recycling)

Demonstration from East Lyme Crew Assoc

Book and Puppet Share East Lyme Library

Daily Activities

Crafts, Games, Activities, Sports, etc.

Community Events

Family Potluck

Family Bingo Night – Weekly (Donated Prizes)

Sunday Breakfast (Fund Raiser)

Saturday Bake Sale (Fund Raiser)

Sunset Carnival

Movie Night (July & August)

Trivia Night (Adults)

Sand Castle Building Contest

Crabbing Contest

Talent Show

Swim Races

Supplemental Sports Camps (Set Up Like Proposed Tennis Lessons by Roth 2018 – provided by a licensed and insured independent contractor – 10% of tuition to Rec Program)

The **Ideal Budget** includes a five day program with Structured Friday special activities coordinated by the Directors (field trips, bounce houses, magic shows). It also includes the \$4,000.00 Water Safety/Swimming Program.

<u>Black Point Recreation Program</u>		
<u>Summer 2018</u>		
<u>INCOME:</u>		
Week 1		\$14,185.00
Week 2		\$2,970.00
Week 3		\$1,030.00
Week 4		\$650.00
Week 5		\$650.00
Week 6		\$690.00
Week 7		\$780.00
<u>TOTAL INCOME:</u>		\$20,955.00
<u>EXPENSES:</u>		
<u>Staff</u>		
Recreation Director		\$5,000.00
Counselors (9)		\$8,668.00
<u>Supplies</u>		
6/12/18	WH Media - Program Guide	\$352.10
6/21/18	Fresh Ink LLC - shirts: 30 staff, 2 dire	\$285.00
7/16/18	Madison Sjostrum - tie dye supplies	\$38.16
7/24/18	Veronica Phelps - supplies	\$285.30
8/5/18	Lauren Mertel - supplies	\$212.41
<u>TOTAL STAFF AND SUPPLIES:</u>		\$14,840.97
9/23/18		

BASIC

EXPENSES				
Personnel				
Directors (2)		\$ 5,000.00	No Additional Programming Split Waterfront Time Additional Staff Training Time Additional Meet and Greet Develop/Plan Summer Brochure/Calendars	
Counselors (9)		\$ 9,500.00	12.50 hours x 7 weeks additional 1/2 hour prep, training & additional events (includes rates increase for returning)	
WSI (2)		\$ 2,000.00	\$20/Hour Training/Coordinating Counselors + Planning+ 2 Family Events (Races, Water Olympics)	
Educational/Consumable		\$ 2,500.00	Crafts/Supplies	
Equipment		\$ 1,000.00	Sports & Swim Equipment	
Red Cross Certificates		\$ 250.00	Swim Certificates	
Summer Brochure		\$300		
T Shirts		\$300	Same as 2018	
Year End Counselor Appreciation		\$ 150.00	Same as 2018	
TOTAL		\$ 21,000.00		
Registration		\$ 21,000.00		
ANNUAL INCOME		\$ 21,000.00		

Revised 2019

EXPENSES			
Personnel			
Directors (2)	\$	5,000.00	Additional Programming Coordination Split Waterfront Time Additional Staff Training Time Additional Meet and Greet Develop/Plan Summer Brochure/Calendars
Counselors (9)	\$	10,000.00	12.50 hours x 7 weeks additional 1/2 hour prep, training & additional community events (includes rates increase for returning)
WSI (2)	\$	2,700.00	\$20/Hour Training/Coordinating Counselors + Planning+ 2 Family Events (Races, Water Olympics) Add Basic Lifesaving Class Add Swim Races vs Local Beaches
Educational/Consumable	\$	2,500.00	Crafts/Supplies
Guest Programs	\$	800.00	Mystic, Audobon, Puppet Show
Equipment	\$	2,000.00	Sports & Swim Equipment Gaga Pit, Soccer & Volleyball
Red Cross Certificates	\$	500.00	Swim Certificates
Summer Brochure		\$300	
T Shirts		\$700	All Club Goers - xtras for sale
Community Events	\$	1,000.00	See Narrative
Year End Counselor Appreciation	\$	150.00	Same as 2018
TOTAL	\$	25,650.00	
Registration	\$	24,150.00	15% increase in tuition
Fundraising	\$	1,500.00	

ANNUAL INCOME		\$ 25,650.00		

IDEAL

EXPENSES			
Personnel			
Directors (2)	\$	5,500.00	Additional Programming Coordination Additional Staff Training Time Additional Meet and Greet Develop/Plan Summer Brochure/Calendars
Counselors (9)	\$	10,000.00	12.50 hours x 7 weeks additional 1/2 hour prep, training & additional community events (includes rates increase for returning)
WSI (2)	\$	3,500.00	Contractual Water Safety and Swim Program Add Basic/Advanced Lifesaving Class Add Swim Races vs Local Beaches ALL STAFF TRAINED 1ST AID/CPR
Educational/Consumable	\$	2,500.00	Crafts/Supplies
Guest Programs	\$	800.00	Mystic, Audobon, Puppet Show
Equipment	\$	2,000.00	Sports & Swim Equipment Gaga Pit, Soccer & Volleyball
Friday Programming	\$	1,000.00	2 Hour Specialty Camps
Red Cross Certificates	\$	500.00	Swim Certificates
Summer Brochure		\$300	
T Shirts		\$700	All Club Goers - xtras for sale
Community Events	\$	1,000.00	See Narrative
Year End Counselor Appreciation	\$	150.00	Same as 2018
TOTAL	\$	27,950.00	
Registration	\$	26,250.00	25% increase in tuition
Fundraising	\$	1,700.00	
ANNUAL INCOME	\$	27,950.00	

EXPENSES	LAST YEAR	BASIC	REVISED
Personnel			
Directors (2)	\$5,000.00	\$ 5,000.00	\$ 5,500.00
Counselors (9)	\$8,668.00	\$ 9,500.00	\$ 10,000.00
WSI (2)		\$ 2,000.00	\$ 2,200.00
Educational/Consumable	\$ 535.87	\$ 2,500.00	\$ 2,500.00
Guest Programs		\$ 1,000.00	\$ 800.00
Equipment			\$ 2,000.00
Friday Programming			
Red Cross Certificates		\$ 250.00	\$ 500.00
Summer Brochure	\$ 352.10	\$ 300.00	\$300
T Shirts	\$285.00	\$ 300.00	\$700
Community Events			\$1,000
Year End Counselor Appreciation		\$ 150.00	\$ 150.00
TOTAL	\$14,840.97	\$ 21,000.00	\$ 25,650.00
Registration		\$ 21,000.00	\$ 24,150.00
Fundraising			\$ 1,500.00
ANNUAL INCOME	\$ 20,955.00	\$ 21,000.00	\$ 25,650.00

REVISED	
\$	5,000.00
\$	10,000.00
\$	2,700.00
\$	2,500.00
\$	800.00
\$	2,000.00
\$	500.00
	\$300
	\$700
\$	1,000.00
\$	150.00
\$	25,650.00
\$	24,150.00
\$	1,500.00