

# Colony Swim Club Board Meeting Minutes

**Date:** May 20, 2026

## Meeting Administration

- **Call to Order:** 7:00 PM
- **Roll Call:**
  - **Present:** Ryan, Terry, Eugene, Janeen, Oriana, Nate, Scott, Paul
  - **Absent:** Tom
- **Review and Approval of Minutes from April:**
  - **Motion:** Janeen
  - **Seconded:** Oriana
  - **Vote:** 8-0 (Approved)
- **Member Comments / Members Present:** None

## Special Reports

### Swim Team Update - Kristen Davies

- **Meetings:** The recent swim team meeting was held with a decent turnout from members.
- **Website:** All team information and logistics are now fully updated and live on the website.
- **Key Dates:** New swimmer evaluations are scheduled to take place on Saturday, June 6.
- **Coaching Staff:** Owen Weber has been brought on board as the new swim coach.

## Officer Reports

### President

- **Capital Improvements:** Looking to establish a date for the Capital Improvements Committee in June, targeting the week prior to the next board meeting.
- **Operations:** Noted poor member participation during the recent worker bee day.

### Treasurer

- **Account Review:** Conducted a comprehensive review of all club accounts and financial details.

- **Swim Lessons:** Bridget and Kendal are currently reaching out to families on the standby list.
- **Administration:** Discussed a series of potential operational improvements for next year's swim lessons:
  - Eliminate the standby list entirely.
  - Set up a dedicated email account at [astmanager@colonyswimclub.com](mailto:astmanager@colonyswimclub.com).
  - Organize and finalize program logistics in April rather than May.
  - Develop a formal strategy for managing swimmer progression/movement.
  - Update digital forms to allow families to register multiple children at once.
  - Transition to non-refundable fees to actively discourage late drops.
  - Consider adding a third time block specifically for session 4.
- **Motion:** To add a third block for session 4 during the current season.
- **Motion:** Janeen | **Second:** Terry | **Vote:** 7-1 (Approved)
- **Cashless Payments:** Finalizing logistics tomorrow to transition toward cashless payment operations.
- **Compliance:** An upcoming, routine workers' comp audit is scheduled.

## Secretary

- **Membersplash:** System updates are underway, including setting up the check-in sign for the club entrance.
- **Action Item:** Investigating how to pull secondary email addresses and phone numbers out of the database.
- **Compliance:** Will add a digital flag to the accounts of families who did not attend the mandatory new member meeting.

## Committee Reports

### Club Manager / Vice President

- **Facilities:** The list of seasonal opening needs and the master schedule are being actively finalized.
- **Operations:** The manager will be out of town from June 12 to June 27. The club is fully "managered up," and staff configurations are prepared to run operations smoothly during this window.

### Personnel

- **Staffing:** The lifeguard and operational staff are fully prepared and ready to go for the upcoming opening. There may be a potential Lifeguard Instructor (LGI) change due to a training issue.
- **Uniforms:** New staff uniforms have been finalized and are currently on order.

## Membership

- **Orientation:** Reviewed notes and logistics surrounding the recent New Member Meeting.
- **Enrollment:** Addressed a technical enrollment issue impacting one specific family.
- **Motion:** To offer a one-time special membership to resolve the technical family issue.
- **Motion:** Ryan | **Second:** Paul | **Vote:** 6-2 (Approved)

## Pool

- **Opening Prep:** Making strong, steady progress on overall pool opening milestones.
- **Equipment:** The new pump and motor are running great. Staff members successfully completed the installation of the dive blocks.
- **Boiler:** Resolving ongoing boiler issues by replacing the float valves. Hartford visited the site to reset the limiter and audit several internal components.
- **Maintenance:** The pool vacuum has stopped working but should be repairable. The club may look into a robotic vacuum as a long-term upgrade; noting it may be pricey but represents a solid facility improvement.
- **Filters:** The sand tanks are currently leaking. Aquatic Source will need to return to the property to replace the filter.

## Grounds

- **Maintenance:** Concrete replacement is scheduled to be poured tomorrow at 9:00 AM. Staff will trim select trees and clean up mulch areas. Looking into targeted treatment solutions for grubs and ticks.
- **Facilities:** Investigating long-term fixes for the basketball court and gathering cost estimates to seal cracks across the parking lot.
- **Security:** A sturdier padlock has been successfully added to the back gate.
- **Encroachment:** Noted a neighbor's mulch pile encroaching past the property line; the club will need to address this with the homeowner.

## Building

- **Basement:** Carpet installation is locked in to begin tomorrow morning at 8:00 AM.
- **Repairs:** The replacement part for the ice maker has arrived. A handful of minor structural repairs are being executed in the women's bathroom.
- **Maintenance:** Plan to apply Kilz to the interior cabinets to proactively prevent mold growth.
- **Inspection:** A routine annual visit from the fire inspector is scheduled for next week.

## Unfinished and New Business

- None.

# Adjournment

- **Motion:** Paul
- **Seconded:** Scott
- **Vote:** 8-0 (Approved)
- **Time:** 8:22 PM