

**Covington Recreation Association  
Board of Directors Meeting  
Wednesday, September 14, 2011  
Community Center  
3750 Elder Oaks Boulevard  
Bowie, Maryland 20716**

**Present at the meeting**

Loretta Polite Shipman, President; Marion Shipman, Vice President; Jeffrey Alexander, Treasurer; Cassandra Frost, Secretary; Maria Startzel, Director; Rosalyn Moore; Director; Marsha Peeks, Director; Danelle Boso, Community Manager, Zalco Realty, Inc.; Susan R Yoffe, Recording Secretary; Members per sign in

The meeting was called to order at 7:35pm

**Open Forum**

Members present noted/discussed/inquired the following:

- What authority does the Center Director possess to organize and proceed with new activities for the community?

The BOD responded that the Center Director acts under the authority of the Activities Committee who acts at the direction of the Board of Directors. The activities at the Community Center are based on the participation and cost.

- Why were pizza night and adult movie night canceled?

The BOD again noted that the continuation of current activities is based on participation and cost, while any new activities must be approved by the Activities Committee and the BOD.

- Those members who pay their dues should be able to use the facility in full working order and be entitled to the activities provided.

The BOD responded that unfortunately today's economic conditions have affected the delinquency of the members and the operating funds of the association to be used for the Community Center facility and activities.

- .What is the delinquency balance?

The BOD responded that the operating budget is currently approximately \$300,000 and the delinquency balance is currently at approximately \$180,000.

- Why has there been such a high turnover in the position of Center Director?

The BOD responded that there is a mixture of reasons why the Center Directors have left, whether voluntarily or by the decision of the BOD. There are two (2) sides to this position, one is management of the facility and the other is the activities direction. Both functions need to be fulfilled and the BOD has been searching for the candidate with the right characteristics for both functions.

- Is there a procedure for improvement and corrections of issues as expressed by the BOD to the employee?

The BOD responded that there is a manual of standard operating procedures. Goals are set for the Center Director. Rules are explained and there is a process in place for warnings and opportunities for improvements.

- The fitness equipment has been broken since July. A sign has been posted that management was notified on August 4<sup>th</sup> and a proposal for the repairs was submitted to management on August 17<sup>th</sup>.

Danelle Boso reported that the proposal for the repairs, while dated August 17, 2011, was given to her and the BOD members today, September 14, 2011 and will be voted on during the business session of this meeting.

- Who determines the priorities of the repairs in the Community Center?
- The fitness equipment should have been a higher priority than the replacement of the floor.

The BOD makes the decisions on priority of the repairs and replacements, etc based on need, cost, budget, available funds, etc. When complaints are received by members, the BOD determines the prioritization of the

needs of the association and the Community Center. The BOD noted that complaints were received concerning the condition of the flooring. As the Community Center is used for rentals by the members, the BOD determined the immediate need for replacement.

Danelle Boso noted that the Center Director submits proposals to management who submits them to the BOD for review and consideration either at the meetings or via email.

### **Approval of Prior Meeting Minutes**

*Cassandra Frost moved to approve the minutes from the BOD meeting held August 10, 2011 as amended below:*

- *Present: Cassandra Frost, Secretary; Absent: Maria Startzel, Director; Marsha Peeks, Director*

*Marion Shipman seconded. The motion was approved with a vote of 5 in favor and 2 abstentions.*

### **Management Information/Discussion & Decision Items**

#### **Fitness Equipment**

*Maria Startzel moved to ratify the unanimous approval vote via email to move the fitness equipment within the fitness room as directed by management and the BOD by RMS Fitness at a cost of \$1,020. Marsha Peeks seconded. The motion was unanimously approved.*

Danelle Boso reported that this task has been completed.

*Jeffrey Alexander moved to approve the proposal from RMS Fitness to repair the fitness equipment at a cost of \$2,014.54. Maria Startzel seconded. The motion was unanimously approved.*

*The BOD directed Danelle Boso to verify the warranty on the repairs of the equipment.*

#### **Pool**

Danelle Boso submitted a proposal from Continental Pools for the pool closing:

- Winter Pump Service
- Preapproval for Winterization Accessories
- Winter Chemical Treatment

*Marsha Peeks moved to table a decision on this matter until an itemized cost is provided to the BOD for all items in the proposal. Rosalyn Moore seconded. The motion was unanimously approved.*

*The BOD directed that when this information is received, a vote will be taken via email and ratified at the next BOD meeting.*

#### **Community Center Renovations**

Painting - Marion Shipman submitted the one (1) proposal received from George's Painting LLC in the amount of \$2,970.

*The BOD directed management to revise the scope of the work to include the crack repair and painting of the ceilings, include clarification of the removal and rehangings of wall hangings. Then; solicit two (2) additional proposals in accordance with the revised specifications.*

#### **Task List**

Danelle Boso reported that she will follow up on all open items on the task list as prepared by the previous Community Manager and communicate to the BOD members via email.

#### **Monument Flags**

*The BOD directed management to remove the flags at the monument located at Route 197 and Mitchellville until they can be ordered and replaced.*

#### **Trash**

Marion Shipman noted that he would speak with a representative for the City of Bowie concerning the cost of pickups of bulk trash and report back to the BOD via email.

**Committee Reports**

None

**Old Business**

None

**New Business**

**Future Meetings**

The next BOD meeting is scheduled to be held on Wednesday October 9, 2011 at 7:30pm

**Adjournment**

The meeting was adjourned at 8:40pm

Minutes accepted by: \_\_\_\_\_

Date: \_\_\_\_\_