Duke Faculty Club Board of Governors Meeting  
Location: Duke Faculty Club  
Monday, May 11, 2015

Board Members Present: Julie Hollenbeck (President), Sasha Berghausen (Past President), Leighton Roper (President-Elect), Barbara Imboden (Treasurer), Becky Mela (Secretary), Luke James, Dan McShea, Sara Robert, Sidney Simon, and Eamonn Lanigan (Executive Director).

Julie Hollenbeck called the meeting to order at 12:05pm. It was determined that a quorum was present and business could be conducted.

Introductions  
Julie welcomed all board members and introductions were made. DFC history and Board responsibilities were reviewed for the benefit of the new Board members. It was determined that Board meetings would be held on the second Monday of every month at 12:30pm (with the exception that next month’s meeting will be held on June 22 at 12:30pm due to a previous scheduling conflict).

Board Minutes  
Copies of the amended March 16, 2015 special meeting minutes were distributed. A motion was made to approve the minutes as amended. The motion was seconded and then passed unanimously.

Copies of the April 13, 2015 Board meeting minutes were distributed. A motion was made to approve the minutes subject to elimination of the phrase regarding election procedures. The motion was seconded and then passed on a vote of five in favor, three opposed (Luke, Sasha, Dan), and one abstention (Leighton).

Board Communications  
Sasha discussed the avenues for club members to be able to communicate with Board members. A motion was made to a) revise the club website to clarify that the existing Board listserv includes the ED; and b) add an alias email for the President to act as point person for club members who wish to bypass the ED and communicate directly with the Board. The motion was seconded and then passed unanimously.

Action Item: Eamonn to update club website accordingly.

Committee Assignments  
Julie reviewed some best practices regarding Board committees, outlined the basic responsibilities of the committees, and solicited Board volunteers. Committee assignments are as follows:

- Executive: Julie (chair), Sasha, Leighton, Barbara
- Nominating: Sasha (chair), Luke, Sara, plus one person from general club membership
- Membership: Julie, Leighton, plus one person from general club membership
- Facilities: Sid, Sasha, and Ian Niedel (club member)
- Information Systems: Becky, Sara, Dan
- Bylaws: Leighton, Becky
- Strategic Planning: Julie, Leighton, Sid, Barbara

Action Item: Nominating and Membership committees to solicit additional committee person from the general club membership.
ED Report
Eamonn reviewed the status of membership renewals and marketing efforts, reporting 47 new memberships as of May 8. Eamonn clarified that while the new facility was built to accommodate 1000 memberships in theory, the FY15 budget was based on 800 memberships and the FY16 budget was based on 825. Program enrollments have been strong and are at or near capacity.

Financial Report
Barbara outlined the key elements of the current FY15 budget, noting that one of the budget goals, per best practices, is to maintain a 15% operational reserve fund.

New Business
Sid inquired about the operation of the water fountains, to which Eamonn reported that service people had been scheduled to replace parts damaged by the winter freeze.

Sid raised the issue of pool safety vis-à-vis staffing. Eamonn reported that staffing levels are at or above levels of previous summers. Discussion ensued regarding organizational structure and risk assessment.

Action Item: Eamonn to develop informational signage so that club members can identify staff personnel and their respective areas of responsibility.

The next meeting date is Monday, June 22, 2015 at 12:30pm.

The meeting adjourned at 1:15pm.

Respectfully submitted,
Becky Mela, Secretary