Attendance.

The following individuals attended the meeting:

Alvin Boone, Board Liaison
Ray Celeste, Chair
Sue Mandry, Member
Martin Menez, Vice Chair
Kittie Messman, Recording Secretary
Teri Ryan, Member
Mr. Kevin Horner, Fitness Director

I. Call to Order. The meeting was called to order at 7:00 p.m. by the Chair, Mr. Celeste.

II. Agenda. Members approved a motion to change the agenda as follows.

   a. New Business, subparagraph a: changed “RFP” to “requirements”.


III. Residents’ Forum. There were no residents present so no forum was held. The new Board of Directors President, Nicholas Giannotti, was introduced by Mr. Boone, however. Mr. Giannotti is visiting each of the Cameron Station committee meetings to introduce himself to the members.

IV. Approval of Minutes. Members approved the minutes from the last meeting with no changes.

V. Board Update. Mr. Boone provided the following board meeting update.

   a. The Board of Directors approved the Project Management Plan for the renovation of the Cameron Club. The plan was amended to include several minor modifications, and added the position of Deputy Project Manager; Mr. Menez is filling that role.

   b. The Board approved the Rust | Orling proposal, and the contract is pending review and signature. Once the contract is signed, the design planning process will begin and a renovation schedule will be established.

   c. The Board authorized $3,000 from 2011 funding for the purchase of items for Cameron Club. One item – a $500 projector, has been ordered. The remaining $2,500 is earmarked for decorative carpet mats for use in the Cameron Club. The mats will not
be ordered until further into the renovation process, after renovation color schemes are determined.

VI. WTS Report.

a. Summary Report. Mr. Horner reported usage of the Fitness Facility in November was 4,310 card scans, compared to 4,477 in 2010. The lower number was likely due to the Club being closed in November due to a power outage. Thus far, usage for the year is at 67,928.

b. Equipment Replacement. Delivery is imminent for the ellipticals and bumper plates ordered by Mr. Horner last month.

c. Resident Input.

   (1) No comment cards were submitted.

   (2) One resident reported no sound on one of the TVs. The transmitter was inoperable due to the power outage and was reset, quickly correcting the problem.

d. Clubhouse Key Management. Discussions were held with CMC Management and the Board of Directors as to whether access codes or keys should be issued to a resident Committee Member and member of the Board of Directors. It was decided not to issue any additional codes or keys; however, a process is now in place should there be opening issues. Under the plan, only four people (three from CMC Management and one from Fitness Facility management) have the access code to the key box inside the trash receptacle. If there are problems in opening the Club, staff will call one of the four with access.

e. Athletic Programs for Children. Programs for children will begin in January.

f. List of Improvements. Window molding and loose seat pads on weight benches were repaired and a bushing is to be fabricated for one of the machines. Mr. Horner asked to be notified if any Committee members using the facility notice that items required repair.

g. Other items. Mr. Horner reported the pool cover shows signs of having melted in spots. He feels the cover can be repaired, however, as the area affected covers the edge of the pool. It is believed the melting was caused from the sun reflecting off of a reflective tint on windows in a nearby residential unit. Management is exploring options to address this problem.

VII. CMC Management Issues. No report was submitted to the Committee.

VIII. Unfinished Business. Pool Contractor Interviews.
a. Three companies provided presentations and were interviewed by Committee Members: Community Pool Services (CPS - the current contractor); Premier Aquatics; and High Sierra. Premier Aquatics was interviewed last month, but was asked to return for this session. The companies are differentiated as follows.

(1) CPS noted they were implementing a time-clock system in 2012, as well as an automated pH-testing, chlorine adjusting system. CPS visited Walt Disney to study their hospitality program and have implemented a program based on that model. Response time for any unexpected issues was estimated at 30 minutes. Foreign hires are coordinated through a recruiter. Lifeguards whose English skills are low are placed in multi-guard pools with other lifeguards that are more fluent English speakers.

(2) Premier Aquatics already has a time-clock system in place and has an in-service risk management team. Interviews are conducted in person overseas for foreign hires. Premier has a smaller pool-to-manager ratio, and response time is estimated at 10 minutes. They have an orientation film that is required viewing for all new lifeguards, showing a “day in the life” of a lifeguard, responsibilities, and what to expect on the job. Safety is their stated top priority. Their reporting processes and forms were extensive.

(3) High Sierra is a member of Associa and manages 30 pools in the Alexandria area, with several being in close proximity to Cameron Station. They have been recognized by the Alexandria Health Department with a certificate for their having the lowest number of incidents. Response time was estimated at 5 to 10 minutes, as one of the regional managers lives close to Cameron Station. The regional managers both began as lifeguards and now are managers, having learned the business from the bottom up. Additionally, both are trainers in a robust training program for the lifeguards. Guards are taken to the pool before it opens for the season and are trained on the particulars for that pool. Additionally, management conducts periodic spot inspections to test guards’ lifesaving skills. Potential foreign hires that do not exhibit sufficient language skills or appropriate social skills are not hired, and the company is selective about the countries from which they will hire lifeguards. Their priorities are safety, teamwork, and customer service, in that order.

b. All three companies had similar services; however, High Sierra had the most robust training program, was noted by the Health Department, was the and had the most processes in place to ensure the safety of swimmers, which was their number one priority.

Committee Voting Results: CPS – 0; Premiere – 0; High Sierra – 3. There was one abstention. The Committee will recommend High Sierra to the Board of Directors.

c. It was noted that originally there were five companies that had submitted bids, but only three were presented to the Committee. Although only three bids were required, the Committee wanted to know why the two that were omitted, the lowest priced, were chosen for omission. Mr. Celeste will check into the matter with CMC Management.
IX. New Business.

a. Club Security System Requirements. The Board has asked the Committee to work with Management in developing a long-term plan, to include requirements, for a potential security system. The goal is to have the infrastructure required to support the system incorporated in the renovation plans. Mr. Celeste noted that security system requirements were discussed under the previous Cameron Club and Events Committee. He will provide minutes from those meetings for review by the Committee.

b. 2012 General Election Plans. The City of Alexandria is in discussions with Management regarding the process for handling voters during the 2012 General Election. The City has asked CMC to explore use of the gym and lobby areas for instruction and check-in, and possibly for more voter machines. Since protection of Cameron Station property (to include the gym floor) and a minimum of inconvenience to residents are paramount, Mr. Menez will meet with the City to discuss the City’s requirements for the flow of voters, to determine if Cameron Station can meet those needs.

c. CCFC Meeting Dates for CY 12. The Committee approved a motion to change committee meeting dates such that if the date falls on a Thursday prior to a holiday weekend, the meeting will be postponed until the following Thursday. It is anticipated this will occur only two times in 2012.

XI. Adjournment. The Committee adjourned at 9:23 p.m.