

**South Bay Community Association
Facilities Committee Meeting Minutes
Tuesday, August 7, 2018**

1. Call to Order – John Sweet.
2. Members present/absent. Sweet, Kent, Dean, Shadrick and Spagle. (Short two members.)
Others: Dean Rosenthal, Pamela Raine, Roy Shelton and Marci Melvin.
3. Agenda was approved by consensus.
4. June 29 (July) meeting minutes approved by consensus.
5. Pamela Raine, a member of the Hands-on Clay group and Port Ludlow Artists League, presented a proposal for the location of a pottery wheel with two options. One being to locate it in the storage shed and the other in the woodshop. By consensus the committee preferred the wood shop location. Mark will communicate with the woodshop group about locating it there. See attached.
6. A proposal was presented for an annual plan for maintenance and purchase of plants. The money is in the budget for what is being proposed. What it takes for maintenance will be reviewed with landscape contractor to see how it fits with their work and scope of the contract.
7. Interior design issues:
 - a) Flooring in area between pool and locker rooms is not in the schedule for immediate purchase. This could be considered for the next budget cycle.
 - b) Lighting – this came forward previously as a request to light just the stretching area. Research was done on updating the lighting in the hallways. A proposal is needed for just the stretching area.
8. Storage needs for club records and other items continues to be discussed. Club may need a policy on how we treat the storage of items from various groups and villages.
9. Consider lease instead of purchase of NuStep. A proposal was received on leasing this equipment rather than purchasing. This will be sent on to Finance Committee for their consideration. See attached.
10. A donation of an elliptical and dumbbell rack was presented. Motion Shadrick/Kent to accept the donations. Motion passed.
11. There was discussion on whether an associate member was eligible to join the committee. It appears to be a board decision. Motion Kent/Spagle to recommend Dean Rosenthal, associate member, to the board as a member of the committee.
12. Marci Melvin presented a letter regarding requests for facility improvements. See attached.
13. Manager's report.
 - Roof is being cleaned.
 - Watching cash flow so it stays above board recommended \$100,000.
 - Fresh bark will be placed around the building.
 - The auditorium floor will be refinished beginning Aug 24 through September 1.
 - IT network upgrade is underway which will include lub management software which will allow for better record keeping of people checking in. Meeting adjourned at 11:27 a.m.

Meeting adjourned at 11: 27 a.m.

South Bay resident, Heidi Lee, recently moved to Tacoma and was kind enough to donate her pottery wheel to the Bay Club. Fortunately, there are quite a few South Bay members that are interested in throwing pots so this is another amenity to add to the Bay Club's list of benefits.

As both a member of the Hands-on Clay group and the Port Ludlow Artists League, I have volunteered to be the go-to person in regards to the setup of the pottery wheel, training folks on how to use it, and scheduling time for use. As with all Hands-on Clay projects, finished pots can be fired in the kiln that is located in the Bay Club's shed.

To accommodate the pottery wheel, the shed needs some slight rearranging. Since the pottery wheel is only 21" x 28" and only requires a stool, waste bucket, and small table top, a convenient location is a 6' x 7' area under the stairs, extending to the wall with the Hands-On Clay shelving.

We will need the following:

- Access to an electrical plug with perhaps an extension cord.
- An adjustable stool.
- A utility type basin with a water supply for a small bucket of water needed to throw pots and to clean the circular container that encloses the pottery wheel.
- A 3' portable, wraparound enclosure (perhaps wrapped in plastic) to contain splatter from the pottery wheel.
- A vinyl or plastic drop cloth so as to protect the flooring.
- A trashcan and a small broom for cleanup.
- A small, metal container for clay waste, which will need to be emptied every 2 or 3 weeks depending on usage.
- A small 3' x 1' table top to prepare the clay for throwing.

I will be in charge of teaching classes on how to use the pottery wheel. Thereafter, there will be a sign-up sheet, along with a contract, which members must sign to schedule wheel time (up to three hours per session) and clean-up procedures after each session. Pots can be dried on the top shelf of the shelves for the Hands-on Clay group.

NOTE: Artists will supply their own clay purchased from either Seattle Pottery Supply or Clay Art in Tacoma. Initially, artists can use the Hands-on Clay group's glazes (donation of \$1.00 per item glazed). Later, artists will be required to provide their own cone 04 to cone 6 glazes.

If there isn't enough room in the shed to accommodate the pottery wheel, a possible alternative location could be to relocate the sanding equipment (5 tabletop

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machines and clamps) from the small room in the Wood Shop and use that room for the pottery wheel setup. The advantages to this location are a sink in the Wood Shop and access is controlled by key and membership. Like the Wood Shop membership, it's reasonable to ask members to pay \$10/year to use the room with the pottery wheel.

Please let me know if you have any questions. I would be happy to demonstrate how the pottery wheel operates so you can get a feel for the required setup. You can reach me at 360 344-8135.

Thank you,

Pamela Raine

TO: SBCA Facilities Committee
FROM: Marci Melvin (Inner Harbor - 71B N. Chandler Court)
RE: Requests for Facility Improvements

Please purchase a standard, upright exercise bike. I really miss having this piece of equipment found in most every athletic club. My physical therapist recommends it. I was puzzled when the spin bike appeared, and have only seen it used twice. Members I talk to complain that the razor thin seat hurts to sit on and the toe clips are very hard to deal with. The reclining bike works for some, but members with back problems like me are not able to use the reclining bike.

Please cut back branches and bushes on either side of shared entrance that partially obscure signs and the lamp post light to improve visibility and safety.

Lobby Clock

Please consider hanging a clock in the newly decorated lobby. I don't wear my watch to the Club and can't tell what time it is unless I walk into other rooms that do have clocks.

~~Handwritten signature~~