

Sun Valley Swimming Pool Association
Monthly Board Meeting
Round Table Pizza, Lafayette
Tuesday, March 11, 2014
7:00 pm – 9:00 pm

MINUTES

Call to Order – President

Roll Call – Recording Secretary

- | | |
|--|--|
| <input checked="" type="checkbox"/> President Dave Rumberg | <input checked="" type="checkbox"/> Director - Swim Team: Caitlin Benazra |
| <input type="checkbox"/> Vice President – Open Role | <input type="checkbox"/> Director - Lifeguards: Pat Hennessy |
| <input checked="" type="checkbox"/> Secretary - Colleen Lingane Thomas | <input checked="" type="checkbox"/> Director - Membership: Tina Sappal |
| <input type="checkbox"/> Director - Finance: Wendy Martin | <input checked="" type="checkbox"/> Director – Volunteers: Debbie Levy |
| <input type="checkbox"/> Director - Operations: Tom Smith | <input checked="" type="checkbox"/> Director – Communication: Carolyn Martin |

Invited

- Water Quality – Chris Mackay
- Map Consultants – Ken Roberts

7:10pm call to order

1) Approvals - Caitlin motioned; Dave seconded. Both approvals passed unanimously.

- Agenda
- Meeting Notes from prior month – with once change under operations iv) ...”
“do pool maintenance (plumbing valves).”

2) Standard Monthly Reports – short overview; other items are under new business; max 5 minutes each

- President
 - i) Masters Program – programmatic recommendations to board for approval (postponed)
- Secretary
- Membership – 118 NOT renewed; 20 waitlisted
- Finance
 - i) Financial Discussion – Ken presented the swim team budget for board approval
 - (1) Colleen made a motion: “To approve the swim team budget as presented with one change to increase equipment expense line by \$2300 which adjusts bottom line expense to \$120,120.”
Debbie seconded. Motion passed unanimously (this is to cover the lane line expenditure)
 - (2) Pool budgets are not final until membership is closed.
 - (3) Capital expenditure discussion postponed (Colleen to put on future agendas)
 - (4) Team expenses to be paid out of the team bank account; Wendy to work with Ken on cash requests for team season. Ken will document in QuickBooks.
 - ii) Allied waste in negotiation. Housekeeping - Colleen will confirm with Wendy that it has started.
- Operations
 - i) Discussion of operations staffing based on the vacancy left by Tom Smith
 - (1) Colleen to manage recruiting of two operations co-directors
 - (2) Debbie and Carolyn will assist. Since Dave will be on PTO, we will see if Ken R will join us for the discussion based on his history with the pool.
 - ii) Debbie and Carolyn reviewed some needs they have identified
 - iii) “bike” is the locker code for the supply closet in the women’s bathroom
 - iv) “2006 is code to closet by men’s room and also is the garbage can code
- Lifeguard
 - (1) Update in scheduling lifeguards for new closing responsibilities?
 - (2) Need any help for training?
 - (3) Update in early am shift for opening during pool lifeguard hours 5/24 to 9/1?

- Volunteer
 - i) Review final volunteer plan
 - ii) Draft complete list of jobs and expected hours – ongoing with goal of having complete by end of Season
- Swim Team
 - i) Details on coach contracts – still in progress; will be mailed 3/12
 - ii) Swim team budget – see details above on finance
- Communication
 - i) Website needs updating – Carolyn to review and advise
 - ii) Pool opening letter to members; Carolyn to draft and email to board with 48 hour decline. Then letter to Tina; keys mailed no later than 1/30.

3) New Business

- Operations role 2014 season
 - i) See details above under operations
- Swim team treasurer to pool board
 - i) Discussion ensued about the second treasurer role – and combining the team/pool roles so that each has backup. As our systems and frameworks become more integrated, this is even more important.
 - ii) Debbie made a motion that...” the Swim Team Treasurer shall be a non-voting member of the pool board.” Carolyn seconded it. Passed unanimously
- Bathroom painting – Carolyn will get quotes and advise the board if over \$500 for approval.
- Party RSVP – Debbie to decide how to handle
- board@sunvalley.com email address – Carolyn to work with Ken to get updated list and figure out the distribution

4) Good of the Order:

- Colleen called out the activities of Carolyn and Debbie with regards to the bathrooms and general punch list – Thank you!

5) Review of Action Items: (from last meeting)

- Carolyn/Colleen to figure out where to post on site (done)
 - i) Colleen to send final minutes to Carolyn (done)
- Dave to write up program recommendations Masters and submit to board (for April mtg)
- Dave to follow up on when first paychecks have to be issued and advise Wendy (still open ?)
- Carolyn will check into towels and bigger garbage bin, commercial grade and locker like option (done)
- Colleen to check old loan docs for title (done – there were none)
- Colleen to ask Ken to distribute financial by at least 3 days prior to board mtg (done and committed by Ken)
- Operations lead
 - i) Dave to advise board by Sunday 3/2
 - (1) Tom continues to be non responsive. We will search for his replacement (s)
 - ii) Needs to be a 2 person job - Colleen to ask Terry if interested in asst ops lead
 - (1) Terry will do the plumbing work for us – showers – through discussions with Rumberg
- CSV file of entire membership: Caitlin to send to Dave who will distribute by 3/3 to board (done)
- Dave will remove old key card when he installs new one (done)

6) Future Agenda items

- March – draft budget review
- Onsite review with ops – facilities, capital improvements – for discussion at a future board mtg
- VP? – when do we solicit help for this role?

- Dave will reach out to “as built” resources to create drawings for architects to give us the technical details in order to be able to understand architectural options. Asked to consider resources used by Sleepy Hollow and others in discussion. Estimated cost \$6K to \$10K.

7) Review of Action Items: (go forward)

8) Next Meeting: Next Meeting: Tuesday, April 22, 2014 7pm – 9pm Roundtable Pizza

- Carolyn, could you please take minutes; Colleen on vacation

9) Close Meeting:

Adjourned 9:23pm (Levy motion/Lingane seconded; unanimous)