

**Sun Valley Swimming Pool Association**  
**Monthly Board Meeting**  
**Round Table Pizza, Lafayette**  
**April 23, 2013**  
**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: Dave Ridge       |
| <input type="checkbox"/> Vice President - Kirsten Jones                | <input checked="" type="checkbox"/> Director - Lifeguards: Pat Hennessy    |
| <input checked="" type="checkbox"/> Secretary - Colleen Lingane Thomas | <input checked="" type="checkbox"/> Director - Membership: Caitlin Benazra |
| <input checked="" type="checkbox"/> Director - Finance: Kim Rohrbough  | <input checked="" type="checkbox"/> Director – Volunteers: Steve Smith     |
| <input checked="" type="checkbox"/> Director - Operations: Tom Smith   | <input checked="" type="checkbox"/> Director at Large - Carolyn Martin     |

**Invited**

- Water Quality – Chris Mackay

Meeting called to order 7:08pm

**1) Approvals**

- a) Agenda
- b) Meeting Notes from prior month
- c) Noted: the following approvals were attained electronically since our last meeting:
  - i) Membership Vote to increase membership to 230 families:
    - (1) Results are in and are conclusive with a nice turn out of membership votes. We achieved both quorum and a conclusive majority vote for the increase in membership to 230
    - (2) **FINAL RESULTS**
      - 83 yes - or 69.75%
      - 36 no - or 30.25%
      - 119 total votes
  - ii) Membership communication for to gauge interest in piloting a Masters Program at SV. Approved and communication sent.

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

- a) President
- b) Vice President
- c) Membership
  - i) Waitlist is cleared.
  - ii) Current number is 195 with 20 potential returning members who have not yet renewed
- d) Finance
  - i) May is the month for lifeguard W4s and I9s etc.
  - ii) Coaches are mostly done
  - iii) Lots of expense activity
  - iv) \$500 expense limit set (with no additional approvals) in place with Water Quality in addition to Facilities
- e) Operations

**Completed Items From Last Meeting**

- ~~1. Electrical Work: Pay Phone Structure Removed, Additional 4-Plex Outlet Added Inside Snack Shack (separate line) & New Separate Outlet Added for Outdoor Fridge on the outside corner of the Snack Shack - Completed~~
- ~~2. Master Lock Key System for all Turn Knob Doors at site - Completed; 10 keys created and master list held~~
- ~~3. Concrete Patchwork on Deck - Completed~~
- ~~4. Traverso Tree Trimming of Tree Next to Dumpsters - Completed~~

- ~~5. Recurring Member Duties – Steve may cover this - Completed and Posted~~  
6. ~~Solar Water Leak on Roof – Diablo Solar Called for Service (Thur. 12-4) \$89 + Labor & Parts for estimated 2-4 hours of work to fix leak - Completed~~

### New Items

1. Current Status of site, Items completed, Items needed, etc.
  - a. Steve to re-assess covers on /off and bathroom review
2. Volunteer Saturdays (Trim and Tidy)
3. Fence & Dumpster Enclosure Bids
  - a. Reviewed bids. Dave and Tom will review bids and communicate via email
4. Current Condition of Solar Panels
  - a. Solar Panels are used to heat pool all summer long; need to be replaced but it is not critical
- f) Volunteer
  - i) Discuss weekly volunteer coordination
- g) Swim Team
  - i) Enrollment update – 135 as of today; we will exceed our 155 budget minimum and expect to exceed that number
- h) Member at Large
- i) Water Quality - absent

### 3) New Business

- Second treasury role
  - Non voting role; 50% membership
  - Stop gap and succession planning; board member attendance optional
  - Motion made by Colleen/ Motion seconded by Caitlin. No further discussion. Motion passed unanimously.
  - Kirsten to handle communication with recruited party.
- Board roles and responsibilities
  - Amend “Treasurer” to Treasurer 1/2
  - Will review annually
  - Add section to each responsibility: “At the end of each person’s term, s/he will be responsible for documentation of responsibilities, knowledge transfer and training of incoming board member.”
  - Add an “effective date” for version control
  - Steve will recommend new wording to Kirsten for next mtg
  - Kirsten to clarify who is handling “communications” blasts to the community since her R&R says “Communication Strategy”
- Swim Lessons
  - We will run them through payroll and online registrations, etc. this year.
  - Dave Ridge is coordinating with coaches to get schedule availability
  - Pool members only (team and not)
  - Dave and Dave to talk to Ellie about handling scheduling, etc. and come back to board with the recommendation via email and/or at the next board mtg;
  - Carolyn to send email to membership on team usage and to include that lesson information is forthcoming
- Star swimmer program
  - Pat to review program and come up with recommendation to the board by the next meeting
- Party reservation system is being managed by Tina Sappal
- Website needs a lot of work and Ken has been contracted to manage. There are some required updates that the secretary will handle. Additional calendar updating etc. will be managed by Carolyn, Kirsten and Colleen.
- Possible bylaw change to have members "lose" their membership if they don't renew. Review in progress by Colleen to research as it falls under “secretary” role and responsibility. We can change it and will plan to do so this calendar year.
- Reviewed clinic financials and outstanding payments to external party for Spring/Fall clinic 2012. Outstanding payment due and will be paid.

### 4) Good of the Order:

### 5) Review of Action Items: (go forward)

- a) Finance – for after June
  - i) Review 2012 Year End
  - ii) Review 2013 Plan
- b) VP

- i) 2013 calendar finalized; 2014 calendar drafted
- c) Onsite Binder – secretary to redo and get published by June
- d) Next month agenda – volunteer – lots of duties; lots of hours; should we manage more closely? Fine? Buyout? 10 minutes allotted for discussion
- e) Steve to add covers on/off and bathroom review to volunteer roster and to coordinate with Chris, Dave and Tom re: additional membership duties including cleaning of tiles and some other outstanding issues

**6) Next Meeting: Next Meeting: Tuesday, May 28, 2012 7pm – 9pm Roundtable Pizza**

**7) Close Meeting: 8:58pm**