

**Sun Valley Swimming Pool Association**  
**Monthly Board Meeting**  
**Round Table Pizza, Lafayette**  
**Tuesday, May 27, 2014**  
**7:00 pm – 9:00 pm**

**AGENDA**

**Call to Order** – President

**Roll Call** – Recording Secretary

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|--|---|
| <input checked="" type="checkbox"/> President Dave Rumberg             | <input type="checkbox"/> Director - Swim Team: Caitlin Benazra            |
| <input type="checkbox"/> Vice President – Open Role                    | <input checked="" type="checkbox"/> Director - Lifeguards: Pat Hennessy   |
| <input checked="" type="checkbox"/> Secretary - Colleen Lingane Thomas | <input checked="" type="checkbox"/> Director - Membership: Tina Sappal    |
| <input checked="" type="checkbox"/> Director - Finance: Wendy Martin   | <input checked="" type="checkbox"/> Director – Volunteers: Debbie Levy    |
| <input type="checkbox"/> Team Treasurer (non voting)– Angela Ketchum   | <input checked="" type="checkbox"/> Co Director - Operations: Dave Morrow |
| <input type="checkbox"/> Director – Communication: Carolyn Martin      | <input type="checkbox"/> Co Director- Operations: Rachel Dreyer           |

**Invited**

- Water Quality – Chris Mackay
- Map Consultants – Ken Roberts
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• **Approvals – Call to order 706pm**

- Agenda – Debbie made a motion to approve agenda, Tina Sappal seconded. Passed unanimously.
- Meeting Notes from prior month
  - i) Approved with change that under janitorial service – invoices are reviewed by Dave/Rachel and close loop with Wendy as currently done with Water Quality.
  - ii) Debbie made a motion to approve agenda, Tina Sappal seconded. Passed unanimously.

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

- President
  - i) Masters Program – programmatic recommendations presented to board. Discussion ensued. Last program had 22 participants.
    - (1) Colleen made a motion: “I move to adopt the Walnut Creek Masters Program proposal for an early June launch with the understanding that there is a downside risk of \$2700 should registration fall below 17 people” Seconded by Debbie. Vote approved unanimously
  - ii) As built drawings are still in progress; being tied to another professional venture
    - (1) Electrical system is outdated, so redo the panel with GFI, etc. and increase the amps; there is some investigative work that needs to be done here; Rumberg and Morrow will handle that and come back to the board with recommendation; Rumberg proposes 200 amp service, new weather pole, etc.
    - (2) We are getting four LED lights from a contact of Rumberg – so he is recommending we are going “green” to LED. See more details under Operations.
- Secretary
  - i) VP recruiting postponed to June
  - ii) Documented changes to Bylaws scheduled for June.
- Membership
  - i) Do we need to change bylaws to reflect the new April 1st deadline and new family membership cap. Will there be any late fees for those that do not pay by April 1st or are we just going to say their membership is being given away?
    - (1) No, if not renewed by 4/1, membership is forfeited. When bylaw update is done, we will make sure the wording is clear (Colleen)
  - ii) What are the fees for ex-members that have paid buy-in and are not current? Do we want to give them a credit or charge them the entire buy-in fee?

- (1) Consensus is that new buy in is required. Question arose if we needed to amend the bylaws (which requires member vote) on this topic. Colleen to research and advise.
- iii) What should we charge if someone changes their mind and wants to cancel their membership? We have someone that wants to cancel and we are charging a \$50 processing fee. Should we state they need to let us know by 30 days and send their key back within 7 days?
- (1) Colleen made a motion; seconded by Wendy; passed unanimously: "I move that once a membership renewal is processed for the season, membership dues are forfeited UNLESS they cancel their membership within 30 days of renewal and return the key with 7 days of that notice. At that point, membership dues will be refunded, less a \$50 processing fee."
- iv) Four spots left
- Finance
  - Operations
    - i) Ongoing supply ordering – Rachel – Wendy organized the credit situation with the vendor. Rachel will start ordering and make sure to close loop on Wendy with approvals. We will track usage and costs as appropriate. New "pool host" program may impact need for additional cleaning. We will re-evaluate cleaning in two weeks and throughout the summer.
    - ii) Awnings – will stay put until pool closure at which point, we will address.
    - iii) Bathroom locks on EXTERIOR bathroom doors will be changed to either key operated on both sides or a dummy on the inside, in response to a girl locking herself in the women's restroom
    - iv) Women's restroom painting to be scheduled AFTER this Friday kick off party
    - v) New tables? They are filling fast and there is room for at least two under each cabana
      - (1) Morrow and Rachel to research commercial furniture line (Lincoln aquatics is one example). Once we have a direction on replacement, then we can make more purchase decisions and add more tables. Action by June 10<sup>th</sup> via email if needed. Find compatible tables with new umbrellas/stands.
    - vi) See notes on communication regarding extra janitorial help.
    - vii) Governance plan for ping pong table – operations to draft and get to board for email approval. Goal to get out by June 10<sup>th</sup>.
      - (1) Move ping pong table to middle awning
      - (2) For swim meets, ping pong table will be folded and put against back wall as part of swim team setup
    - viii) Two lights are out – Morrow will gain bids to understand what is wrong with the lights and advise; expense greater than \$500 requires board approval. Email vote is fine.
    - ix) Morrow to research possible rust on orange awnings and see if there is a solution.
  - Lifeguard
    - i) Lifeguards ("pool host") to do basic bathroom cleaning and stocking every day (started last weekend) at pool open at 6am. We will re-evaluate additional cleaning coverage after two weeks.
    - ii) Will have training with covers on/off and pay lifeguards; make it a mandatory training
    - iii) Distributed a calendar of coverage including pool cover removal. Debbie to post in binder at pool
    - iv) Will check on 6/12 afternoon and 6/13 due to school out (like a weekend day)
    - v) Water testing training as well – also mandatory and paid – to be scheduled with Chris; document training on water testing and covers
    - vi) Pat will think through how to certify lifeguards in water testing and training; he will also consider a "log book" list for the bathrooms, etc. and will work with Chris; Pat will also enlist Dave Ridge's help if possible. Will be videotaped and youtubed.
  - Volunteer
    - i) Debbie raised the concern and liability of swimming with only one lane line open. She would like to find a short term fix. Long term fix is below under communication.
    - ii) For party reservations, the lifeguard name and number will be included and they should reach out to Pat first and then the lifeguard.
  - Swim Team
    - i) Rumberg to handle member and neighbor communication regarding swim team kick off party for Friday May 30<sup>th</sup>.
    - ii) Practice schedule for June 12 and 13<sup>th</sup> needs to be confirmed
    - iii) 214 swimmers which is a significant increase. 43 in any age group is the max for practices, so the pool co leads are working with coaches to figure out a solution as we are overcapacity in 7/8 and

9/10 age group. This will happen before summer break. Rumberg will be the author of the message as needed.

- iv) New shade to replace meet tents at the diving board end of pool; lots of work done and it will start with Time Trials on Sun June 1<sup>st</sup>.
- v) Snack shack has dishwashing and volunteers to help
- vi) Follow up from last meeting, Rumberg and Ketcham have put systems in place so that Snack Shack true costs/profitability can be analyzed at the end of the Season.

- **Communication**

- i) Carolyn to work with Debbie on messaging and signage regarding “your bathroom and your pool” for both bathrooms. Colleen to help.
- ii) Party rules on website now need to include “cleanup, including emptying trash can into big trash in parking”
- iii) Need messaging in a pool message regarding furniture and no playing on it; no making forts; kid will help themselves; furniture being destroyed; Carolyn to draft note and get to board to send to members – running, glass, swimming without ALL lane covers off - spin it as a safety issue - see Debbie/Pat for question. Goal to get out by June 10<sup>th</sup>. Good judgment. “Take responsibility”
- iv) Carolyn to look into liability notice regarding pool covers. Need formal signage including consequences. Project expands to formal messaging safety, bathrooms and responsibility for 2015 season. Need subcommittee to explore during the 2014 season – Debbie, maybe Carolyn, Pat will come back with a proposal. Timing dependent on the subcommittee. Pool board can vote on it even via email.

(1) Dave suggests leaving the same for rest of 2014 Season.

- v) Carolyn to pull down posted bylaws from site until they are changed.

- **New Business**

- Covered above

- **Good of the Order:**

- **Review of Action Items: (from last meeting)**

- Included above

- **Future Agenda items**

- Capital improvement Discussion
- 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.

- **Review of Action Items: (go forward)**

- i) Secretary
  - (1) VP recruiting postponed to June
  - (2) Documented changes to Bylaws scheduled for June.
  - (3) Research what needs to be an official bylaw change and advise for membership question #2 above.
- ii) President
  - (1) As built updates
  - (2) Electrical permit update
  - (3) Implement WC Masters early June
- iii) Ops

- (1) Change exterior bathroom locks
  - (2) Document pool table governance
  - (3) Research commercial furniture line by June 10<sup>th</sup>
  - (4) Determine what is wrong with lights and advise
  - (5) Orange awning rust determination and fix if possible
- iv) Communication
- (1) Reschedule bathroom painting and advise board and pool members
  - (2) Pull outdated bylaws from website; will repost when they include current information to reflect member votes from last year.
  - (3) Pool cover liability signage – details above and subcommittee
  - (4) Update party rules on website – details above
  - (5) General pool message – take responsibility – draft with Debbie/Dave input – out to membership ideally by June 10th
- v) Lifeguards
- (1) Schedule training for pool covers off/on and water quality for lifeguards. Youtube for future use
  - (2) Determine lifeguard schedule for June 12/13 based on end of school. Is addtl coverage needed?
  - (3) Pool cover liability subcommittee
- vi) Volunteer
- (1) Pool cover liability subcommittee
  - (2) Post lifeguard schedule at pool in binder
  - (3) Include lifeguard name and contact information for party reservations
- vii) Team
- (1) Confirm practice schedule for June 12/13 and communicate
  - (2) Communicate overcapacity plan for 7/8 and 9/10 age group to board before membership. Plan complete by end of school year – June 13th

- **Next Meeting: Tuesday, June 24, 2014 7pm – 9pm Roundtable Pizza**

- **Close Meeting: Adjourn 9:09pm**