

**Sun Valley Swimming Pool Association  
Monthly Board Meeting  
700 Hilton Road, Walnut Creek  
April 13, 2010  
7:00 pm – 9:00 pm**

**APPROVED MINUTES**

**Call to Order** – President, 7:05 pm

**Roll Call** – Recording Secretary

- |  |   |
|--|---|
| ✓ President – Michael Davis                            | ✓ Lifeguards – Pat Hennessy                 |
| ✓ Membership – Trish Van Ormer                         | <b>Water Quality/Personnel &amp; Safety</b> |
| ✓ Treasurer – Matt Broback                             | ✓ Dave Ridge                                |
| <input type="checkbox"/> Rules/Gate Duty – Pat Ketcham | ✓ Clayton Ross                              |
| ✓ Financial Secretary – Andrea Cochran                 | ✓ Chris MacKay                              |
| ✓ Corresponding Secretary – Sharon Mueller             | <b>Maintenance</b>                          |
| ✓ Recording Secretary – Lisa Ross                      | <input type="checkbox"/> Lisa Martin        |
| ✓ Long Term Financial Planning – John Goddard          | ✓ Jason McNally                             |
| ✓ Swim Team – Bob Wash                                 |   |

**1) Approval of Current Agenda and the Minutes from the 3-9-10 Board Meeting**

- a) Current Agenda: Added two unfinished business items and approved agenda.
- b) Minutes: Approved.

**2) Unfinished Business**

- a) Swim Coach Certifications
  - i) Head coach of swim team will do extra CPR and First Aid training & certification. Swim team will pay for the cost.
- b) Pool Usage Request: Member #119. Board agreed to resend January 2010 communication to member to request confirmation of event date and time, and restate understanding of conditional approval. Board will send a member communication one week before the event to notify members.
- c) Discussion: Member #143
  - i) Board president discussed conversation with member on Opening Day. Ethics Committee has sent e-mails regarding meeting scheduling. No response as of 4/13/10. A communication will be sent regarding final scheduling notice. If no response to final e-mail, the matter will be considered resolved per the e-mail sent from the financial secretary in March.
- d) Ethics Subcommittee Final Member Nomination & Approval
  - i) Member Eaton was nominated for Ethics Subcommittee. Board approved the nomination.
  - ii) Board president is still soliciting nominations in consideration for the final position.

**3) Standard Monthly Reports**

- a) Financial
  - i) Nine members still haven't paid dues.
  - ii) Agreed that any referral coupons numbers will be forward to board president so effectiveness for tracking.
  - iii) Agreed to start discussing in August the option of using Team Unify for 2011 pool registration.

- iv) Hazardous Materials storage bill arrived from the county, and it will be researched before paid.
- b) Water Quality
  - i) New delivery of CO(2) and chlorine arrived. Water level dropped by a third to work on quality issues.
- c) Maintenance
  - i) Concrete patching was completed before opening day.
  - ii) Discussed cracks on the deck and forthcoming county inspection. Worried about keeping the deck functional. Agreed to continue monitoring very closely.
  - iii) Water fountain is still leaking and will be fixed.
  - iv) Trying to obtain free mulch through Craigslist and other sources.
  - v) Labor posters should be arriving soon.
- d) Membership
  - i) As of April meeting, 37 members have left, and we have gained 13 new members.
  - ii) Marketing: Membership VP plans to send one more round of advertising at end of May or beginning of June with a possible promotion.
  - iii) Banner will be put up shortly at the pool, and at Burton Valley Elementary.
  - iv) Problem with using "join" e-mail address: Membership VP's personal e-mail address is being classified as spam. Discussed possibility of creating a new e-mail address just for pool membership correspondence on membership matters.

#### 4) **New Business**

- a) Lifeguards: Schedule and Supplies
  - i) We have 5 full-time confirmed lifeguards, and 2 subs confirmed as of meeting date.
  - ii) Board confirmed that May 29 through Sept. 6 is correct for lifeguard schedule. Three shifts (10-1, 1-4, 4-7) will be scheduled. There will be a 3-6 slot at the beginning of season before school ends.
  - iii) Star swimmer program will continue. Tests can happen on an ad hoc basis.
  - iv) Lifeguard Chair will purchase necessary supplies and submit bill for reimbursement.
  - v) If a lifeguard needs to confront a member, the person on gate duty is the backup. Board members are reachable via phone to be on backup for gate duty person if situation escalates.
- b) Meeting Location
  - i) May meeting will happen at Lafayette City offices. June meeting location will be the pool,
- c) Comedy Night for Community Building
  - i) Discussion about feasibility of doing a family comedy night (fee of \$250). Proposed to do 5-7 on a Sunday night, possibly in June, and send coupons/tickets to all members so they can invite friends or other non-members to the event to help promote the pool. Lap swimming would still continue during event. Lifeguard Chair agreed to do more research and organizing.
- d) Stroke clinic is underway. Forty people signed up. Two lanes are open for members. Board will send out a reminder to the members,
- e) Swim Team: Team Unify registration is underway. May 5 is job signup online.

#### 5) **Good of the Order**

#### 6) **Review of Action Items**

#### 7) **Close Meeting**

**Date: 3/28/2010**

**Board position: Lifeguards**

**Summary/Action taken:**

- Schedule confirmation
- Supplies confirmation

**Pending items:**

**SCHEDULE:**

Lifeguards will start: 5/29, Memorial day weekend & end on 9/6, Labor day weekend.

**SUPPLIES:**

Lifeguards should be supplied with:

- Lifeguard T-shirt
- Lifeguard swimsuit
- Whistle
- Key to Lifeguard Cupboard
- Card Key to Front Gate
- Name Card for Lifeguard Board out front

Additional supplies needed:

- Updated First Aid Kit
- Accident Log with adequate blank Accident Report forms
- Lifeguard Name Insert
- Updated Payroll Schedule (post on cupboard door)
- Swimming Pool Recording Chart Log with adequate blank forms

**Issues requiring board discussion/decision:**

Confirm both schedule and supplies for 2010

**Communication to membership:**

None

**Date: 4/10/10**

**Board position: Membership- Trish Van Ormer**

**Summary/Action taken:** Followed up on all leads for new members. Sent out keys to members on Spring Break and collected forms, while Andrea on vacation. Got the updated pool brochure completed, and ready to go on the website. Opening Day went smoothly – with earlier dues deadline helping out collections and key distribution.

36 families have left the pool, waiting for memberships to be sold, with one more possible within the next week.

**NEW MEMBERS FOR 2010-** (13 so far) #53, #101, #45, #150, #187, #73, #83, #58, #42, #3, #49, #88, and #174.

REFERRALS ARE THE MOST RELIABLE SOURCE FOR NEW MEMBERS- HIGHEST CLOSE RATIO.

**Pending items:** Hang up banner at pool.

**Issues requiring board discussion/decision:**

**Communication to membership: Membership promotions: coupon referrals, and joint pool/swim team discount.**

**Date: 4/12/10**

**Board position: Financial Secretary**

**Summary/Action taken:**

- As of 4/14, collected and deposited dues and miscellaneous fees / fines. This total excludes the last payment on the installment plan.
- 11 families have not submitted their dues / forms
- 23 families in good financial standing have not picked up their keys as of 4/12 (all of these are missing one form or another)
- 16 families to date chose our payment plan of 3 payments of \$220
  
- Provided Maintenance with Work Party Sign-up Information
- Provided Membership with Member Info Confirmation forms
- Sent out an e-mail to alert members on payment plan that April installment will be deposited shortly

**Pending items:**

Trace missing forms and make arrangements for keycard distribution

Resolve discrepancies between billing and payment as necessary

Continue to make contact with the 11 families that did not send in their dues to date. All of these have been contacted at a minimum once but most of them 2 – 3 times by now.

Ongoing dialogue with Membership regarding new memberships

**Issues requiring board discussion/decision:**

**Quikbooks database needs to be compared to membership roster and updated as appropriate. We've had a number of complaints on this.**

**Communication to membership:**