

**Sun Valley Swimming Pool Association**  
**Monthly Board Meeting**  
**Round Table Pizza, Lafayette**  
**July 26, 2011**  
**7:00 pm – 9:00 pm**

**MEETING**

**Call to Order** – President 7:18 p.m.

**Roll Call** – Recording Secretary

- President - Michael Davis
- Membership - Caitlin Benazra
- Treasurer - Ken Roberts
- Volunteer Coordinator - Pat Ketcham
- Communications - Christina Coleridge
- Recording Secretary - Stacey Bauer
- Long Range Planning/  
Capital Projects - Julie Gutzwiller

- Swim Team - Raja Singh
- Lifeguards - Pat Hennessy
- Water Quality/Personnel & Safety**
- Dave Ridge
- Clayton Ross
- Chris MacKay
- Maintenance**
- Jason McNally

**1) Approval of Current Agenda**

- a) July 26, 2011 Agenda: Amended and approved.
- b) June 21, 2011 Minutes: Approved.

**2) Unfinished Business**

- a) Member #143
  - i) Review of General Membership Meeting July 24, 2011 (see Meeting Notes).
  - ii) Next Step - Resolve "not-in-good-standing" membership status.
  - iii) Motion - The Board moves that Member#143 will become a member in good standing upon the Board's receipt of the proration of annual dues at the daily rate.
  - iv) Motion - The reinstatement of Member #143's status of member in good standing is contingent upon the receipt of all monies due.
  - v) Communicate to the general membership the proceedings of the General Membership Meeting of July 24, 2011 and subsequent Pool Board Meeting July 26, 2011.

~~b) Board Member Discount - financial, vote~~

~~c) Prorated Membership Fees~~

~~d) Shower Improvements/Fundraising~~

~~e) Use of Pop-Up Tents~~

f) Guest Policy - Approved July 13, 2011 by e-mail and posted to website.

~~g) Pool Merchandising~~

~~h) Sun Valley Kids~~

~~i) End of Year Parent Event~~

~~j) Signage~~

~~k) Heater - Financing Options~~

**3) Standard Monthly Reports**

~~a) Membership~~

~~b) Marketing~~

c) Financial -

- i) Workers Compensation Policy is in force with two items to change:
  - (1) Exclusion of all Board Members
  - (2) Inclusion of all volunteer positions at a flat/nominal rate with the exception of Water Quality.
    - (a) Need to make Water Quality position a non-Board (and therefore non-voting) position but allow access to all Board meetings and continued consideration of WQ Team recommendations.
    - (b) Motion to approve Workers Compensation coverage for Water Quality position (approved).
    - (c) Motion to approve the removal of the Water Quality position as a Director of the Board to be effective immediately (approved).
- ii) Upcoming Worker Compensation Audit
  - (1) Lifeguards are currently receiving some payment directly from members. Need to have all money processed through payroll.

- (2) General Liability policy requires premises camera to be working at all times.
- (3) Code of Conduct has not been revised since 2008 but needs to reflect changes in gate duty, lifeguard duties (closing early to account for pool heat loss due to low temperatures).
  - (a) Motion to approve change to pool closure rule to allow the pool to be closed/covered when the ambient temperature is below 58 degrees and it is after 7:00 p.m. (approved).
  - (b) Early closing Lifeguard can call scheduled closer to tell them not to come.
- iii) SVSPA Financial Forecast - membership is down.

~~d) Swim Team~~

~~e) Volunteer Program/Hours~~

~~f) Long Range Plan~~

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

a) Lifeguard No-Shows/Pool Covers

- i) 1 lifeguard is repeatedly no-show and will not be asked back next year.
- ii) One lifeguard will be taken off covers for repeated no-shows.
- iii) Recent lifeguard no-show due to sickness.
- iv) May need one more lifeguard in rotation next year to ease rotation/coverage.
- v) Double coverage on weekends is not necessary and will be discontinued.

b) Member Complaint Regarding Use of Lessons by Non-Members

- i) Confirm pool website is clear on rules about lesson booking - no non-Swim Team or non-pool members are not allowed to take lessons at the pool.
- ii) Motion to notify Member #2 to immediately cease bringing non-members to the pool for lessons (approved).
- iii) Motion to cite Member #2 Bylaws violations and fees due to the pool (approved).
- iv) Clear lesson books of all lessons scheduled by Member #2 and notify membership of newly opened lesson times.
- v) E-mail Member #2 with concern, notification to cease immediately and notification of fees to follow.

~~c) Nomination of 2012 Swim Team Director~~

~~d) Review of Proposed Changes to Pool Rules, Code of Conduct and Lifeguard Duties~~

~~e) Discussion to Add a General Inquiries Button/Option to the Website and Assign Responsibility.~~

f) Member Inquiry

- i) Motion to approve Board investigation into Member #42 concern and discuss at next Board meeting (approved).

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

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

- a) RS to communicate with Member #2 (see 4b).
- b) CC to confirm website rules regarding lessons at the pool is clearly posted on the website.
- c) JG to e-mail general membership the outcome of the General Membership Meeting of July 24, 2011.
- d) KR to letter Member #143 the outcome of the Board Meeting of July 26, 2011.

**7) Next Meeting:** August 30, 2011

**8) Close Meeting:** 9:56 p.m.

**From:** #84

**Sent:** Friday, July 23, 2010 12:54 PM

**To:** #159, #25

**Subject:** Fwd: hi #84. the following is my correspondence with #143. thanks

more info

----- Forwarded message -----

From: #192

Date: Fri, Jul 23, 2010 at 12:50 PM

Subject: hi #84. the following is my correspondence with #143. thanks

To: [#84](#)

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From: [#143](#)

To: #192

Subject: Re: hi #143 it's #192 from the pool

Date: Wed, 30 Jun 2010 08:23:51 -0700

It's \$24 ea shift. Thanks #192!

Sent from my iPhone

On Jun 30, 2010, at 8:22 AM, #192wrote:

thank you. is it 20.00 each time? i'll just write a check for the full amount. thanks

---

From: [#143](#)

To: [#192](#)

Subject: Re: hi #143 it's #192 from the pool

Date: Tue, 29 Jun 2010 09:09:39 -0700

Can do them all. #143. Thanks!

Sent from my iPhone

On Jun 28, 2010, at 10:55 PM, #192> wrote:

7/8 1-4 pm, 8/10 4-7, 9/14 @ 1-4

thanks so much for whatever you can do. #192

**From:** #84

**Sent:** Sunday, July 25, 2010 7:09 PM

**To:** #192; #159

**Subject:** Re: Missed Gate Duty Fine

THanks for the message and the related correspondence, #192.

Nothing more for you to do on this.

THanks,

#84

On Fri, Jul 23, 2010 at 12:48 PM, #192 wrote:

hi #84,#143 is signed up for all my gate duties and i have already payed her in advance for all of them. what do i do if she missed one that i have already payed her for.??thanks

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Date: Fri, 23 Jul 2010 12:11:32 -0700

Subject: Missed Gate Duty Fine

From: #84

To: #192, #159

Dear SVSPA Member,

Per pool records, you have missed a gate duty assignment, details as follows:

Member Name:

Member #: 192

Date: 7/8

Time: 1-4 pm

Please remit a check for \$40 made out to SVSPA to:

PO Box 204

Lafayette, CA 94549

If you have any questions, please contact Pat Ketcham, Rules/Gate Duty Chair, cc'd on this message.

Kind regards,

Treasurer

SVSPA