

**Sun Valley Swimming Pool Association  
Monthly Board Meeting  
3675 Mt. Diablo Blvd., Room 265, Lafayette  
May 11, 2010  
7:00 pm – 9:00 pm**

**APPROVED MINUTES**

**Call to Order** – President 7:08

**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                                |
| ✓ Rules/Gate Duty – Pat Ketcham                                      | ✓ Clayton Ross                              |
| ✓ Financial Secretary – Andrea Cochran                               | ✓ Chris MacKay                              |
| ✓ Corresponding Secretary – Sharon Mueller                           | <b>Maintenance</b>                          |
| ✓ Recording Secretary – Lisa Ross                                    | ✓ Lisa Martin                               |
| <input type="checkbox"/> Long Term Financial Planning – John Goddard | ✓ Jason McNally                             |
| ✓ Swim Team – Bob Wash / Rajah Singh                                 |   |

**1) Approval of Current Agenda and the Minutes from the 4-13-10 Board Meeting**

- a) Current Agenda: Approved
- b) 4/13/10 Meeting Minutes: Approved

**2) Unfinished Business**

- a) Ethics Committee – Final Nomination: No fifth nomination at this point. Board will proceed with four members and will need to develop process for potential tie vote.
- b) Member #143: Ethics Committee will meet May 12 to hear the issue. Information needs to be provided to the Ethics Committee for the board's position on the issue. Information regarding pool cover duty will be collected, along with any related e-mail correspondence.

**3) Standard Monthly Reports**

- a) Membership
  - i) Lost 40 members; gained 20 new members.
  - ii) Post card promotion with swim team has gone out to target local neighbors. Extras will be used for local placement, including Harriet Plummer swim school.
  - iii) Recording Secretary will work with Membership to help update roster and Constant Contact from Membership Forms.
- b) Financial
  - i) Report shows that only 5 members still outstanding on dues or notice of leaving.
  - ii) Budget: Hazardous Materials invoice is billed on a three-year cycle, and it will be paid. Homestead fees will be solely paid by pool until the possible upcoming move over to Team Unify. Swim Team Co-Directory offered to help with porting the site.
  - iii) Payroll will be transferred to PayChecks system for automatic processing every two weeks.
  - iv) Budget: Equipment line item includes cost for pool covers. Numbers are now actual versus projected.
- c) Water Quality

- i) Heater and pool covers are under close watch. We need a new center pump. Have a leak that will be checked by National Aquatic Services.
  - ii) Defective float on the tank is giving false reading on chlorine. Chlorine delivery did not arrive. If delivery doesn't happen, Water Quality team will have to hand-feed the chlorine.
  - iii) CO(2) tablets may be out of compliance; vendor will help Water Quality team resolve.
  - iv) Water balancing work will continue by dropping level of the water by a third.
  - v) Vendors want keys to use.
  - vi) Suction pumps will need to be checked and monitored to make sure we are in compliance with the Virginia Graeme Baker Act.
- d) Maintenance
- i) Umbrellas needed to be brought down.
  - ii) Maintenance Team will try a hot dog in the bee traps to help reduce yellow jackets & bees.
  - iii) Fire inspection violation: Need a diamond notification, which will be purchased through Leslie Pool. No fine.
  - iv) Trim will be painted before Water Safety Day.
  - v) Working on trying to find a source for a replacement water fountain.
  - vi) Maintenance has very little pool cover duty coverage all summer. If we don't get volunteers, we'll need to hire someone. Maintenance will send a member communication about pool cover volunteers.
  - vii) Bathroom service will be increased.

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

- a) Pool t-shirt for members
  - i) New member brought up idea of a pool t-shirt for kids who don't participate in swim team. Member has volunteered to help coordinate the project. Board agrees to support idea and Membership will work with the volunteer to start organizing the project.
- b) Membership promotion with prorated dues
  - i) Motion made to do a repeat of last summer's membership promotion with prorated dues. Promotion would also be accompanied by another round of advertising in local school newsletters. Motion made to do the promotion in June for \$530, and \$430 for July and after. Board approved the motion.
- c) Dues question for #135
  - i) When a member leaves very early in the season and hasn't used the pool, the historical precedent has been to charge an administration fee, and then prorated dues were paid back by day. There may also be a refund due once the membership sells.
- d) Preschool water safety day
  - i) May 22 , 10-2, to provide a community service. Board President will coordinate and staff the event. A member communication will go out about the event.
  - ii) Free food will be donated, coaches have offered to give free lessons, and Lifeguard Chair will ask some of the life guards if they will donate their time.
  - iii) Event will be promoted in local preschools.
  - iv) Will rope off two lanes for the event (1 for the lessons, and 1 for lap swimmers).
- e) Family comedy night
  - i) Comedians are now booked, June 13. Food @ 4:30. Ends @ 7.
  - ii) Correspondence Secretary volunteered to help with food & volunteers for the event.
  - iii) Need a member communication for save the date, and one for requesting volunteers.

- f) Swim Team: Registration is strong for this year.
  - i) Team Unify/Technology Platform
  - ii) Pre-Season: More help this year with junior coaches.
  - iii) Launching new initiative to help train coaches: Plan is to retain experts on training coaches and start a training process. Plan to bring in special coach for more advanced swimmers.
  - iv) Social network launching through Team Unify.
- g) Life guard supplies: Do we fund swim suits?
  - i) No swim suits for 2010 season; we can do one order at a reduced price.
  - ii) First aid kits need to be updated/replenished.
  - iii) Need regular key to let people out during a power failure.

5) **Good of the Order**

6) **Review of Action Items**

7) **Close Meeting 8:45 pm**

**Date: 5/7/10**

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

**Summary/Action taken:** Followed up on all leads for new members. Updated Pool Brochure is on our Website. Membership Advertising Banner is up at the Pool.

40 families have left the pool,- (20) waiting for memberships to be sold.

**Families that have left at the end of 2009- (9) - and the beginning of 2010- (31):** #53, #83, #73, #101, #45, # 187, #150, #58, #42, (end of 2009), #3, #49, #174, #12, #41, #67, #39, #132, #120, #145, #14, #104, #40, #61, #88, #43, #30, #65, #86, #78, #70, #190, #188, #181, #109, #146, #38, #2, #1, #135, and #62.

**NEW MEMBERS FOR 2010- (20 so far)** #53, #101, #45, #150, #187, #73, #83, #58, #42, #3, #49, #88, #174, #12, #41, #67, #39, #132, #120, and #145 .

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

**Pending items:**

**Issues requiring board discussion/decision:** Address Refund to member who paid this year, but after 1 month wants money back). (Per Lisa Martin - provide a pro-rated refund minus \$30 admin fee).

Should we do a June/July Membership Promotion with Pro-rated dues? We would advertise in the school online newsletters.

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

**Date: 5/07/10**

**Board position: Financial Secretary**

**Summary/Action taken:**

- As of 5/7, collected and deposited dues and miscellaneous fees / fines.
  - 5 families have not submitted their dues / forms
  - 3 families are still owed a key, 2 owe the forms and 1 owes a \$40 fine
  - 17 families to date chose our payment plan of 3 payments of \$220
  - 1 family had a change of heart and is looking for a refund of their dues to join another pool.
- 
- Provided Lisa Martin with Work Party Sign-up Information
  - Updated binder at pool with this year's emergency forms
  - Provided Trish with Member Info Confirmation forms to update the roster
  - On 5/1 sent out an e-mail to alert members on payment plan that the 3<sup>rd</sup> installment will be deposited on 5/6.

**Pending items:**

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 3 - 4 times by now.  
Trace missing forms and continue make arrangements for keycard distribution  
Resolve discrepancies between billing and payment as necessary  
Ongoing dialogue with Trish regarding new memberships

**Issues requiring board discussion/decision:**

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

**Constant Contact database needs to be reviewed and compared to the Member Info Confirmation forms to capture any changes in the e-mails of our existing members.**

**Communication to membership:**