

# **THE MINUTES OF THE MONTHLY MEETING OF THE BOARD OF DIRECTORS OF THE PARK WILSHIRE IMPROVEMENT ASSOCIATION**

**March 15 2017**

The scheduled meeting of the Park Wilshire Improvement Association, a California non-profit membership corporation (the “Association”) was held at 1785 Balsa Ave. San Jose, pursuant to notice duly given to all of the directors and members.

## **1. Call to order and meeting minutes**

Brian (acting as President) called the meeting to order at 7:28pm on March 15, 2017. The February minutes were approved.

**Board Members Present:** Brian Tanger (Director of Pool Operations), Jacqueline Quinn (Secretary), Al Williams (Treasurer), Alison Helmke (Director of Lifeguard Admin), Jennifer Donahue (VP Membership), John Bronson (Director of Communications, and acting as Secretary). Robyn Girard (President) attended via telecom. As this was the first meeting for the 2017 Swim Season, Board positions were agreed to by the Board members during the meeting.

**Others Attending:** Andrew Carrill/Pool Manager and Adam Berns/Webmaster

### **A) Adam Berns Webmaster**

- The website is taking shape and is a huge visual improvement. Content to be loaded was discussed. Swim lesson info and the pool party schedules were viewed as valuable additions.
- Jennifer and Al reviewed the web based membership renewal process with Adam recently. Forms can be completed online, printed, then submitted to PWIA via dropoff at the pool or USPS.
- The option of members paying annual membership via PayPal was discussed. PayPal’s fees for membership payments were felt to be too high; we will not use PayPal this year. A lower cost online payment option for annual membership dues will be sought. Fortunately, payments for pool parties continue to process with no fee. That will continue.

### **B) Al Williams - Finances:**

- The cash position of the Association remains strong through February. Operations AC balance was \$17,024 and Reserve AC balance was \$187,649.
- Al moved that Pool Manager Andrew Carrillo’s hourly wage be increased \$.50/hour. The motion was seconded by John and approved by the Board.

**C) Brian Tanger (Alison Helmke acting)– Pool Operations**

- A water leak is still occurring. Genie is proposing a \$500 first step attempt to fix the leak. Hopefully that will take care of the problem.
  - The Baby Pool now has a new diatomaceous earth filter installed by Genie.
  - Alison met with Joe Scott from the Santa Clara County Department of Environmental Health, Consumer Protection Division. Minor issues were noted, including the addition of some signs.
- Pool Opening Day will be May 26<sup>th</sup>. The solar heating system will begin May 5<sup>th</sup>. Gas heating will begin May 22<sup>nd</sup>.
- Annual Pool Cleanup Day will be May 13<sup>th</sup>.

**D) John Bronson – Communications**

- John will work with Adam on website content and updates he will now directly make to the site.
- Timing and content for upcoming newsletter announcements were discussed. Subjects included Swim Lessons, Annual Cleanup Day, Lifeguard Hiring, Babysitters list.

**E) Jacqueline Quinn (John Bronson acting for this meeting) – Secretary (no updates)**

**F) Jennifer Donahue – Membership**

- Jennifer reported that the Non-Resident Wait List is 209. The number of Wait List families invited to join varies a lot from year to year, so she would not make an estimate how many would be invited this year.
- She also reviewed the timing of inviting Wait List folks to join. The basic deadline for last year's non-resident members to rejoin is April 30. Non-Resident members who have not returned their membership renewals will be replaced. The goal is to keep total membership of Non-Resident and Resident members at about 250.

**G) Alison Helmke – Lifeguards**

- There was discussion that Lifeguards assigned to Gate Guard duties must assure that only members and their guests gain access to the pool. As this has been a problem since PWIA's inception, Andrew was reminded that Gate Guards must be proactive in vetting people getting into the pool. It was recommended that Guards receive communication and interaction tips. This might overcome reluctance to engage or challenge people seeking entrance.

**F) Robyn Girard – President (nothing to report)**

We adjourned the meeting at 9:10pm.

Respectively Submitted,

John Bronson, acting for Secretary Jacqueline Quinn,

Secretary