

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

June 22, 2017

The scheduled meeting of the Park Wilshire Improvement Association, a California non-profit membership corporation (the "Association") was held at 2575 Park Wilshire Drive, San Jose, pursuant to notice duly given to all of the directors.

1. Call to order and meeting minutes

Robyn called the meeting to order at 7:18pm on June 22, 2017. Robyn made a motion to approve the April meeting minutes. Al made the second. The May minutes were approved.

Board Members Present: Jacqueline Quinn (Secretary), Al Williams (Treasurer), Alison Helmke (Director of Lifeguard Admin), Jennifer Donahue (VP Membership), John Bronson (Director of Communications), Robyn Girard (President) Jennifer Donahue (VP Membership)

Board Members not in attendance- Brian Tanger (Director of Pool Operations)

Others Attending: Andrew Carrillo-Pool Manager, Molly Donahoe- Assistant Pool Manager, Jennifer Shaw- Pool Party Manager

A) Robyn Girard- General

B) Al Williams - Finances:

- The cash position of the Association remains strong. Operations AC balance was \$133,000 last year being \$127,400 and Reserve AC balance was \$202,000, last year being \$200,000.

C) Brian Tanger– Pool Operations

- Trees on the strip in front of pool- to remove existing trees, and plant 3 new trees, 15 gallon trees will be \$1,600. Motion to approve funds for trees by Alison, Jacqueline seconds, all agree, no one opposed. Robyn will tell Brian to proceed.

- Light in shallow end of pool is out. Tech from Genie checked it earlier in the week, not the bulb needing to be replaced. The transformer is broken and need to be replaced, approximate cost is \$180-\$200. Approved to be fixed.

- Pool watering- we have had 3 overflows in the last month with no explanation. Proposal- one contact person responsible. During the season,

Molly or Andrew will fill each day. During the off season, the board will come up with a system and contact person.

- 6 active bee hives at the pool. When you walk into the pool house you will see a rather large one right above you, two behind the pool sign next to the male locker room, and three on the eaves above locker room building. Several people including a guard have been stung in the last week. Andrew and Brian eradicated them this morning. Hopefully that will be the end of it, please alert Brian if you see any more. Andrew will do a walk through each week and he will call Robyn or Clark pest control.

D) John Bronson – Communications

- John has been working with Adam to give the communication and secretary board positions access to upload onto the newsletter.

- John will send out a movie night email as well as a sign up for 4th of July sign ups.

E) Jacqueline Quinn– Secretary

- Nothing to report

F) Jennifer Donahue – Membership

- 261 swim members, consisting of 166 non-resident families, 95 resident families.

- Current wait list is 5-6 years with 172 families on the list.

- Quite a few homes for sale in the neighborhood which usually means new resident families moving in to join, this may increase membership numbers for the current season.

- Andrew is having a hard time with members getting their yellow or blue cards in a timely manner. Andrew will write out a list for the guards for reference during lag time.

G) Alison Helmke/Andrew Carrillo – Lifeguards

- Lost 5 guards to Brighton Pool, hired five new guards. 2 are almost completed with paperwork and certification. 3 are completing certification in the next couple of weeks. Staff are starting shifts without hiring paperwork and certification complete. All paperwork and copies of shifts must be turned

in to Al before they start, the staff can be scheduled but not sit in guard chair without all paperwork.

- Employee write up for a staff member Drew missing three shifts, Alison and Molly handled the disciplinary action.

- Disciplinary action will be as follows- 3 warnings in writing before being let go.

- Molly handled all pool/guard/swim lessons issues with Alison, while Andrew was out of town. Andrew is back in town, he has checked emails, changed swim lessons for session two, he is also working on July schedule.

- Swim lessons, session 2 starts Monday the 26th.

- Losing guards due to lack of pay and flexibility. Alison made a motion to increase guards pay to \$13.10 per hour based on paying a little more than our competitor Brighton Square, Jacqueline seconded the motion, all agreed and approved. For 262 hours a week and an additional .60 cents per guard, total comes to \$1200 for the season to raise. July 1st this increase will go into effect.

- Alison made a motion to hire Molly as the assistant pool manager for \$18, Jacqueline seconded, all approved, no one opposed. Robyn discussed as long as both Andrew and Molly and three guards being paid at the same time. Andrew will work with scheduling Molly. When Andrew is out of town on the East Coast, Molly will be in charge.

- Robyn asked Andrew to make sure the guards water the plants by the locker room. If board members are here, please take a minute to water.

- Alison and Andrew talked about the cell phone policy. The rule is do not use your phone.

- Andrew and Molly are writing a 'staff expectation' list. Staff will sign a read receipt and hiring letters at the next staff meeting.

- Jacqueline will buy some pool games, not to exceed \$300.

- Jacqueline will buy a foot locker for staff 'backpacks.'

F) Jennifer Shaw- Pool Parties

- Issue with member regarding a pool party not booked, and twenty people attending. The member requested a party, was declined by Jennifer. Robyn

will follow up with member and deliver a hard copy of the pool party rules and sign up procedures.

- At a member party, there was trash left over. Robyn made a motion to charge the party \$25 of their deposit, rather than giving all \$100 back. The motion past, no one opposed.

- Pool parties are going well; the guards feel that they have all the necessary information and rsvp lists. There have not been any surprises, everyone is happy. Andrew will be asking the party guard to remind the host about taking their trash.

- For board members hosting their 'free' party, please email the pool parties PWIA email and log in to see the calendar.

- First movie night of the season will be tomorrow, Friday June 23. The guards are ready.

- There was one party with only three guards, the host did ask where the party guard was. The member did not ask for money back.

H) Adam Berns- Webmaster

Next Meeting Tuesday July 25, 2017 at 7:15

We adjourned the meeting at 8:59pm.

Respectively Submitted,

Jacqueline Quinn,

Secretary