

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

May 8, 2019

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

## A. Call to order and meeting minutes

The **Annual** meeting called to order at 7:25pm on May 8, 2019. Robyn **motioned** to approve the April, 2019 meeting minutes; the motion was seconded by Adam. The minutes were **approved**.

### Board Members Present:

- John Bronson (President) - Left at 7:50pm
- Skye Gordineer (Secretary)
- Al Williams (Treasurer)
- Matt Brock (Membership)
- Brian Tanger (Operations) - Arrived at 7:55
- Robyn Girard (Director of Lifeguard Admin)
- Adam Berns (Communications)

### Others in attendance:

- Jennifer Shaw - Left at 8:00

### Board Members not in Attendance:

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## B. Email Discussion since prior meeting

1. NA

## C. Open Session

1. President – Intro and review by Robyn Girard
  - a) Jennifer Shaw Review of her Email:
    - i. 14 guests without pool party, 15-50 guests = pool party required
    - ii. Pool party can be booked/paid by Paypal OR by two separate checks.
    - iii. 15-30 non member guests = \$150, 31-50 non member guests = \$200, \$60 flat fee for a reserved party for ONLY active swim members (this covers the additional lifeguard).
    - iv. BBQ is not reservable for parties. A reminder (email or sign?) that the bbq is a shared space might cover the issue.
    - v. No parties can start before 12 due to swim lessons.
    - vi. Robyn motioned to approve ii, iii, and iv. Al seconded. All in favor.
  - b) General Topics:
    - i. Proposed titles for two Friends of Board positions:
      - a. "Association Activity Coordinator" - Erika Foss
      - b. "Member Party Coordinator" - Jennifer Shaw
      - c. Motion to approve the above titles. All approve.
  - c) John needs filling in for May 29th through June 16th. Robyn will cover the next meeting.
2. Membership – Matt Brock
  - a) Do we put the fraudulent member on the waitlist or are they banned? The board decided to ban them from membership.

- b) A missed email for a nearby renter looks like their waitlist application was missed. Correspondence can be established from 2014 therefore it was voted to invite them for membership this season.
- c) Matt asked to repaint the benches by the kiddie pool.
- d) Does heater number 3 work?
- e) Repaired lighted in main pool not functioning again.
- f) Membership Snapshot as of 5/8/19:
 

Resident Swim Members (done and forecasted)	94	(5/15/18 = 94)
Returning Swim Non-Resident (SN) Members	134	(24 dropped, 1 kicked out)
New SN (reached out to thus far)	24	
New SN (forecasted)	6	
Late Resident Swim Members (estimate)	3	
<b>Total</b>	<b>261</b>	

3. Secretary – Skye Gordineer

- a) None.

4. Treasurer – Al Williams

- a) No Finance Committee meeting was held. Emergency repair of pool clubhouse plumbing took priority.
- b) Al motioned to rekey. All approved.
- c) Al motioned to pay Kyle ½ membership dues. Adam second. All approved.
- d) Financial report and historical summary:

<b>Financial Summary</b>	<b>Checking</b>	<b>Savings</b>	<b>Total</b>
This Month: May 8, 2019	138,850	240,400	379,250
Last Month: April 2019	12,080	240,400	252,480
Last Year: May 2018	125,740	201,000	326,740
Increase / (Decrease) versus:			
Last Month	126,770	0	126,770
Last Year	13,110	39,400	52,510

5. Robyn Girard – lifeguards

- a) Staff operating startup status:
  - i. lifeguard hiring - There are 30 guards signed up. Not looking for more.
  - ii. Swim instructors - 6-8 but looking for more.
- b) Swimming lesson sign ups - “low” sign ups? Adam says seems like there are more.
- c) Memorial weekend - 8:00pm closing.
- d) Opening Day May 24, open at 3:00pm.
- e) Swim lessons start June 17th. They are run 7 days a week.
- f) Need ID to pick up swim packet.

6. Communications – Adam Berns

- a) Gmail directory goes out to everyone. We need a list just for swim members.

7. Operations – Brian Tanger

- a) All the dates have been given to Genie.
- b) Janitors to come this week.
- c) Clean up date is May 18th 9-11am.
- d) Electrician to come on May 10th.
- e) New lighting plan seems inadequate.

**D. Old Business/New Business**

1. Tabled from April meeting: Membership Certificates.
2. Not discussed at May meeting: Records retention status - John and Al still need to review a draft Matt put together.

**E. Closed Session**

1. None.

We adjourned the meeting at 9:11pm. Next meeting June 4th at 7:15.

Respectfully Submitted,  
Skye Gordineer, Secretary