

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

**04.12.22**

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

**A. Call to order and meeting minutes**

The **Monthly** meeting called to order at 7:23PM via zoom on **04.12.22**

Motion to approve previous months minutes: M/S/C, approved amended notes. **Approved**

**Board Members Present:**

- Adam Berns (President)
- John Bronson (Operations)
- Matt Brock (Treasurer)
- Erica Foss (membership)
- Skye Gordineer (Director of Lifeguard Admin)
- Sarah Villalobos (Communications)
- Robert Stillwell (Secretary)

**Others in attendance:**

- Rebecca Crapo (Pool Manager)

**B. Email Discussion since prior meeting**

1. None

**C. Closed Session**

**D. Open Session**

1. Motion to approve minutes from previous meeting (3/08) unanimously approved
2. Treasurer – Matt Brock
  - a) Financial comparison (see below table)
    - i. Annual transfer to Reserve done in March; \$18,652 on 03/20/2022
    - ii. Total cash increased \$6K due to Basic and Swim dues collections
  - b) Financial Authority: \$250 no approval required per item in purview of role, \$500 for emergencies - Matt motioned, John seconded, approved.
  - c) A quick discussion on historical swim lesson net income
  - d) Other Finance initiatives to be done:
    - i. Old deposits/payments still outstanding – \$272, working to clear these
    - ii. Budget in progress – concentrating on maintenance projects and payroll
    - iii. Quasi Reserve Study – BOD to perform a walkthrough
    - iv. Move bills/mail to online only – PGE, bank statements, etc.

Data per QuickBooks:

	Last Year	Prior Month	Month-end	Inc / (Dec)	Inc / (Dec)
Account	03/31/2021	02/28/2022	03/31/2022	vs last year	vs Prior Month

Checking	665	40,812	28,292	27,626	(12,521)
Reserve	183,492	183,509	202,162	18,670	18,653
<b>Total</b>	<b>184,157</b>	<b>224,321</b>	<b>230,454</b>	<b>46,296</b>	<b>6,133</b>

3. President– Adam Berns
  - a) Establish roles and responsibilities for Friends of the Board positions
    - i. Friends of the board positions
      - a. IT (I think just webmaster is no longer the gig)
      - b. Member Events
      - c. Courier/Treasurer transition – Al Williams
    - ii. Operations board member to oversee digital security
    - iii. Friends of the board receive a 50% reduction in dues
  - b) Prices of goods and services are increasing including our transaction fee thus our event pricing will likely increase year over year.
  - c) PWIA does not sponsor or provide swim lessons. Anyone receiving swimming instruction must do so in compliance with PWIA hours of operation and guest policies.
  - d) Pool BOD will track major events on the shared Google calendar
  - e) Pool prep day/cleanup day to be held 10am-12pm on May 21, 2022 .
  - f) Pool party events: schools out, 4th of July, and two movies will be held
  - g) DoorKing (Matt) - Internet adapter appointment scheduled for Friday, 4/15/2022. Tabling other questions related to the topic.
  - h) Internet (Adam & matt)
4. Operations – John Bronson
5. President – Adam Berns
  - a) Membership meetings will be held in person, and will look to have an online option as well.
  - b) Members who want to run for the board will be asked to be in person.
  - c) Internet at the pool - Will be used for:
    - i. DoorKing - Ethernet adapter
    - ii. Monitoring of pool water levels.
6. Operations – John Bronson
  - a) Pruning of the large shrubs, John recommends Andrew Perez bid for \$4K,  
**Approved by Motion.**
7. Membership - Erika Foss
  - a) 18 people coming off of the waitlist as of this meeting.
8. Lifeguard Administration - Skye Gordineer/Rebecca Crapo
  - a) Rebbeca is expected to return next year.
  - b) Member party cost and structure to be proposed for the next meeting.

9. Communications – Sarah Villalobos

10. Secretary – Robert Stillwell

11. Pool Manager

- a) Actively looking into a potential handicap acceptable chairlift
- b) Reusable swim diaper needed to be clarified on the website
- c) NEEDED: Explanation of what to do with members bringing age 12-17 guests.
  - i. Update website - delete orange card reference
  - ii. Guards to retain cards of minors without parents
  - iii. Kids who pass swim test get a special sticker rather than a new card (or at least until the new card comes)
  - iv. Do we want all people to leave cards at the gate?
  - v. Blue card holders can bring a guest, but that guest needs to be swim tested. The guards can retain a list of those who have passed.
  - vi. Blue card holders can still go themselves, but any guests of a Blue card holder needs to be signed in and out. – this needs to be updated on the website too.
  - vii. Yellow card holders have to be signed in and out.

Meeting adjourned the meeting at 9:42 Next meeting is board meeting on 5/18

Respectfully Submitted,  
Robert Stillwell, Secretary.