

**THE MINUTES OF THE ANNUAL MEETING OF THE BOARD OF
DIRECTORS OF THE PARK WILSHIRE IMPROVEMENT ASSOCIATION
April 19th, 2016**

The annual pool neighborhood meeting of the Park Wilshire Improvement Association, a California non-profit membership corporation (the “association”) was held on the above date, pursuant to notice duly given to all of the directors and members.

1. Call to order

Brian Tanger, the president, called the meeting to order at 7:28pm on April 19, 2016. Alison made a motion to approve the annual meeting minutes from March. The board approved and the minutes passed from March.

2. Roll Call

The following board members were present: Brian Tanger: President; Al Williams: Treasurer; Alison Helmke: Operations; Robyn Girard: Secretary, Jennifer Donahue: VP Membership, John Bronson: Communications

3. Board Reports

A) Alison Helmke – Pool Operations

- The pool level has been low so we may increase with filling more than once a week.
- The Electrician will start work on 4/20 for rewiring the lights in the outdoor area.
- We need to replace baby pool wading signs and replace pool / depth markers. We have the new signs and they will be placed up accordingly.

B) Al Williams - Finances:

- Al is receiving membership fees in the pool mailbox and processing accordingly.
- Al created a lifeguard matrix around legal and administrative forms to ensure each pool employee has turned in the appropriate paperwork. (Examples include: work permits if needed, emergency contact and doctor, I9 and W4).

C) Secretary - Robyn Girard – no updates

D) Jennifer Donahue – VP Membership

- Jennifer mentioned the overall nonresident waitlist currently has 200 families.

E) Hope Cahan – Lifeguard Updates

- We have hired a new pool manager, Andrew for the upcoming 2016 swim season.
- Andrew is being trained currently and setting up lifeguard interviews to ensure all open positions are filled.

F) John Bronson - Communications

- John will send out a reminder email blast that dues are due to the pool by the 30th for the upcoming season and will send out a reminder about clean-up day.

4. New Business

- We are exploring a new online calendar for booking pool parties.
- Cleanup day will be scheduled for May 14th at 9am. Families are encouraged to join and participate. A reward of a pack of guest passes will be given for participation.
- The board reviewed our options around background checks for employees over 18 and decided that in depth interviewing, checking reference both personal and employee are sufficient for our current program. Due to the age of our lifeguards and swim instructors background checks would be an ineffective control. Hope Cahan voted against the vote and Alison Helmke abstained from voting.

Respectively Submitted,

Robyn Girard

Secretary

2016 PWIA EVENT SCHEDULE

DATE & TIME	EVENT	
June 11th (Saturday 12-3pm)	Schools Out Party	
June 24th (Friday 8-10pm) (Sunset 8:30pm)	Movie Night / Wine & Cheese Night <i>Kung Fu Panda 3 (Runtime 1:35)</i>	
July 4th (Monday 12-3pm)	Fourth of July BBQ	
July 22nd (Friday 8-10pm) (Sunset 8:20)	Movie Night / Beer & Bites Night <i>Zootopia (Runtime 1:48)</i>	
August 5th (Friday 7:30-10pm) (Sunset 8:10)	Movie Night / Spirits & Snacks Night <i>Star Wars: The Force Awakens (Runtime 2:16)</i>	
August 20th (Saturday 12-3pm)	Back to School Party	

Tentative - Dates Subject to Change