

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

**May 17th, 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 7:25pm on May 17, 2016. Alison made a motion to approve the annual meeting minutes from April. The board approved and the minutes passed from April.

**2. Roll Call**

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

**3. Board Reports**

**A) Alison Helmke – Pool Operations**

- The Electrician we hired is almost finished the electrical work, but we are tying off some loose ends so we can complete the project.
- We procured the custodial items needed for the upcoming pool season and we have the janitorial service scheduled to come clean the bathrooms prior to the opening weekend.

**B) Al Williams - Finances:**

- Al said we have approx. \$138k in the operating expenses for the current month of May, and \$195k in the reserve, \$13k has been committed to the solar project.
- 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, I9 and W4).

**C) Secretary - Robyn Girard – no updates**

#### **D) Jennifer Donahue – VP Membership**

- We have approx. 127 nonresidents have renewed and approx. 83 residents have renewed their membership. There are 13 new families that will also be joining the pool this season. Jennifer is still working to add an additional 15 families.
- Jennifer will be ordering the new batch of ID cards for families for the upcoming season.
- A motion was made by Hope to ensure those friends of the board, working multiple positions, get a benefit for each position. The board voted and the motion passed by the board.

#### **E) Hope Cahan – Lifeguard Updates**

- The lifeguard meeting is scheduled for this Friday, May 20<sup>th</sup>.
- Allison made a motion that the pool daily hours with lifeguards from 12pm to 9pm, starting June 10<sup>th</sup>. The board voted and the motion passed. Last year the earlier trial lifeguard hours did not result in enough swimmers to justify keeping the earlier lifeguard hours.

#### **F) John Bronson - Communications**

- John will send out a reminder email blast that there are still open swim lessons and about opening day.
- John has reconsidered his no vote and would now support background check for lifeguards.

#### **4. New Business**

- Opening Day is scheduled for Friday, May 27<sup>th</sup> at 3pm.

We adjourned the meeting at 8:53pm.

Respectively Submitted,

Robyn Girard

Secretary

DATE & TIME	EVENT	
June 11th (Saturday 12pm to 3pm)	Schools Out Party	
June 24th (Friday 8-10pm)  (Sunset 8:30pm)	Movie Night / Wine & Cheese Night	
July 4th (Monday 12-3pm)	Fourth of July BBQ	
July 22nd (Friday 8-10pm)  (Sunset 8:20)	Movie Night / Beer & Bites Night	
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	

## 2016 PWIA EVENT SCHEDULE

*Tentative - Dates Subject to Change*

