

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

**November 15th, 2016**

The monthly pool neighborhood meeting of the Park Wilshire Improvement Association, a California non-profit membership corporation (the “association”) was held at 1785 Balsa Ave. San Jose, pursuant to notice duly given to all of the directors and members.

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

Brian called the meeting to order at 7:20pm on November 15, 2016. Al made a motion to approve the October meeting minutes and John made the second. The October minutes were approved.

The following board members were present: Brian Tanger: President; Al Williams: Treasurer; Alison Helmke: Operations; Robyn Girard: Secretary; Jennifer Donahue; John Bronson; Communications; Adam Berns; Website Coordinator; Hope Cahan: Lifeguard Coordinator

**A) Adam Berns**

- Adam is recommending that we go green and have the pool paperwork set up electronically. The board discussed the option of going paperless and using solutions like DocuSign. Adam will be following up on a few items to see what next steps make the most sense.
- We also discussed the option of putting the board minutes and newsletter into a blog type format so they can be entered quicker and easier and in real time.
- We discussed moving the website to a service like Go Daddy as an example. More investigation is being done and will be discussed in the next board meeting.

**B) Al Williams - Finances:**

- The checking account is in solid standings for October with \$36,576k and the savings has \$187,626k
- Al shut off the garbage for the year

**C) Alison Helmke – Pool Operations**

- Allison talked with Genie regarding filter replacement and will be having Genie move forward with the work.
- Alison will have the Gardner look at replacing one or two of the sprinklers as there are some dead shrubs due to the sprinklers not functioning properly.

**D) John Bronson – Communications**

- John is looking to update the banner on the website.

**E) Robyn Girard – Secretary (no updates)**

**F) Jennifer Donahue – Membership (no updates)**

**G) Hope Cahan – Lifeguards (no updates)**

**F) Brian Tanger – President**

Brian met with the fire inspector to review the pool layout and inspection details of her report. To meet the requirements, we have been given three weeks to provide an illuminated exit sign, which can be battery operated. In addition, we need an aluminum can for coals for the BBQ and two fire extinguishers. We will move forward and purchase what is needed.

We adjourned the meeting at 8:22pm.

Respectively Submitted,

Robyn Girard

Secretary