

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

April 18 2017

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

1. Call to order and meeting minutes

Robyn called the meeting to order at 7:19pm on April 18, 2017. The March minutes were approved.

Board Members Present: Jacqueline Quinn (Secretary), Al Williams (Treasurer), Alison Helmke (Director of Lifeguard Admin), Jennifer Donahue (VP Membership), John Bronson (Director of Communications, and acting as Secretary). Robyn Girard (President)

Board Members not in attendance- Jennifer Donahue (VP Membership), Brian Tanger (Director of Pool Operations)

Others Attending: Andrew Carrillo-Pool Manager and Adam Berns-Webmaster

A) Andrew Carrillo- Pool Manager

- Swim lessons registration is going well for session 1 and 2, less signs up for sessions 3 and 4.
- Swim instructors must have certification or swim instructor training. Pool Manager will talk with the pool at Presentation to see if there is someone else to train WSI or YMCA or some kind of swim instructor training. Secretary will call Hudson Moore at the YMCA to see if we can schedule a YMCA training.

B) Al Williams - Finances:

- The cash position of the Association remains strong through March. Operations AC balance was \$44,672 and Reserve AC balance was \$201,987.
- Packets went out paper copy instead of online registration.
- Letter received from active neighbor asking for rules and regulations, “CCNR’s”, John will scan the documents and prepare a letter to return to the neighbor.

C) Alison Helmke/Brian Tanger– Pool Operations

- A water leak is still occurring. Genie is proposing a \$500 first step attempt to fix the leak. Hopefully that will take care of the problem. Alison will call for an update. Water bill was only \$400 instead of \$800, fingers crossed the leak was fixed.
- Pool Opening Day will be May 26th. The solar heating system will begin May 5th. Gas heating will begin May 22nd.
- Annual Pool Cleanup Day will be May 13th.

D) John Bronson – Communications

- John will send a reminder to members to please complete and return 2017 forms.

E) Jacqueline Quinn– Secretary (no updates)

F) Jennifer Donahue – Membership (no updates)

G) Alison Helmke/Andrew Carrillo – Lifeguards

- Alison has been researching and exhausting all efforts. Jacqueline will email a YMCA training coordinator to see if we can host a WSI training here at the pool for staff.
- Lifeguard interviews again on the 29th. On March 25th Pool Manager also interviewed potential guards. 2-3 spots need to be filled with 8 applicants so far.

F) Adam Wells – website

- Registration coming through website sign up to ‘pursue the revenue’ emails sent to Alison and Andrew.
- Member Parties- increase charges to \$7 for adults and \$5 events
- Movie Nights, asking for speakers and screen from reserves. Board approves spending of \$500.

-Pool party rules and regulations discussed/approved;

Item 1- pool party requests can be 7 days in advance, no longer 10 days- approved.

Item 2- \$50 fee for all individual pool parties over 15 attendees.

Item 3- Pool Party deposit \$100 continued to be charged- approved.

Item 4- Guest List received 2 days (48 hours) prior. Payment for guests is non-refundable but monies collected can be applied to other guests attending.

Item 5- Reservations for 10 or more current members does not constitute a pool party- approved

Item 6- Pool party max continues to stay at 50- approved

Item 7- Create a Pool Party Binder to be kept at the lifeguard table with a check out check list to be completed by the guard and member throwing pool party- approved. Check with Andrew, he has a checklist and binder.

Item 8- Inform members that lifeguards are no longer accepting payment for pool parties at the time of the party. Pool party coordinator will go after additional payments after the party. Pool party deposit will be kept until guest payments are received and balance is cleared- approved

Item 9- No school in/out parties- approved

Item 10- Pool Party Guest List will be online and given to guards in the binder.

Next Meeting Tuesday May 16, 2017 at 7:15

We adjourned the meeting at 9:10pm.

Respectively Submitted,

Jacqueline Quinn,

Secretary