

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

**August 1, 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 7:16pm on August 1, 2017. Al made a motion to approve the June meeting minutes. John made the second. The June minutes were approved.

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

**Board Members not in attendance-** Brian Tanger (Director of Pool Operations)

**Others Attending:** Adam Berns (Webmaster)

**A) Robyn Girard- President**

- Nothing to report

**B) Al Williams - Finances:**

- The cash position of the Association remains strong. Operations AC balance was \$103864, \$13,000 ahead of last year. Reserve AC balance is \$202,000.

**C) Brian Tanger– Pool Operations**

- Benches by the kiddie pool have been fixed, look great and have been paid for.

- Lane line needs to be cleaned, Director of Lifeguards will ask her son to clean. Genie is too expensive to repair or order new.

- Thursday is garbage day for the pool bins.

**D) John Bronson – Communications**

- Communication Director will send out an email blast for the Cheese and Chocolate Fondue (BYOB) and movie night. Movie will be Monsters University starting at 8:15ish. Members can bring an item to share and dip in the fondue. When the movie is over the party is over.

- Director will add a save the date to an upcoming email blast for Back to school party on Saturday August 26<sup>th</sup>, 2007.

**E) Jacqueline Quinn– Secretary**

- Nothing to report

**F) Jennifer Donahue – Membership**

- Guest passes given out for board approved ‘clean up party.’ Pool Manager asked if we could give them out to members for helping him and Friends of the Board during other events. A motion was made to give out 20 guest passes for ‘clean up’ day for members volunteering for 3 hours, and 5 guest passes for other board events. Friends of the Board for Membership Parties will authorize and email the Membership Director.

**G) Alison Helmke – Lifeguards**

- Director has talked to the guards that they need to check the kitchen for loose utensils, it is not safe if they are left out.
- There is a red umbrella in the deep end that the Director is working on getting replaced.
- Director mentioned a toilet seat in the women’s locker room needs to be replaced, she will replace.
- Director mentioned starting a Teen Night at the pool, it has potential to bring in the kids. Friends of the Board will try to add to the calendar. Webmaster mentioned an idea of a Inter-Pool Olympics between Brighton and us, he will talk with Friends of the Board about it.
- Director put in new depth markers, looks amazing!
- For the members who clean each and every lounge chair will receive ½ off their membership or a PWIA party.
- Swim Instructor Issues- one guard called in last minute to cancel private lessons another called in last minute Sunday night. Guard, new hire, covered and is working out great. The pool manager is ready to cover lessons tomorrow. Next year, all instructors must have swim lesson certifications. Also, to discuss over the winter, do we want to continue swim lessons for next season.

**H) Jennifer Shaw- Pool Parties**

- Problem with pool party held on the 29<sup>th</sup>. The host was rude to staff and did not leave on time and intimidated the Pool Party Coordinator. A guard came over to tell us more details from his experience. Half of the deposit will be refunded rather than full. Treasurer will cut a check for the member. President will write a brief letter to include with the check.

**I) Adam Berns- Webmaster**

- Nothing to report

**Next Meeting Tuesday August 15 at 7:15**

We adjourned the meeting at 8:30pm.

Respectively Submitted,

Jacqueline Quinn,

Secretary