

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

April 10, 2018

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

A. Call to order and meeting minutes

Meeting called to order at 7:19pm on April 10, 2018.

Board Members Present:

- John Bronson (President)
- Jennifer Donahue (VP Membership)
- Al Williams (Treasurer)
- Brian Tanger (Operations)
- Jacqueline Quinn (Communications)
- Matt Brock (Secretary)

Board Members not in attendance:

- Robyn Girard (Director of Lifeguard Admin)

Other in attendance:

- Mary Nobriga (Lifeguard Manager)
- Alison Helmke

B. Member/Community Comments and Discussion

1. John - Request from Community
 - a) Hill Park Drive neighbors would like to borrow tables
 - i. Board approved and Sue Kelly will coordinate and Greg will pick up.
2. Payment Discussion
 - a) PayPal options will be explored more for next year.
3. Jenn Shaw (Party Coordinator) will be invited to the next meeting to discuss the party calendar.

C. General Session

1. Treasurer's Report from Al Williams
 - a) Operations balance = \$17,800 before transfer to Reserve balance (at the end of fiscal year, ending on March 31).
 - b) Reserve balance = \$219,298 after the transfer from Operations balance.
 - c) In comparison to Brighton, the reserve balance is comparable and in the financials are in good condition.
 - d) Related: Member letter questioning the need for the dues increase & John's response.
2. Operations (Bryan)
 - a) Brighton pool suspended their swim lessons.
 - b) PWIA swim lessons sign to be put up at corner across from Starbucks.
 - c) Bryan met with Joe Scott – SC Country of Health; we passed.
 - d) Report from inspection – may be missing a sign (per Al).
 - e) Opening schedule:
 - i. Solar heat on: May 4.

- ii. Gas heat on: May 21.
 - iii. Clean-up day: May 19, 9am – 11am
 - iv. Open without guards: not applicable.
 - v. Open with guards: May 25.
 - f) Barsuglia replaced the front light in March.
 - g) Related: Pool event schedule is set unless more discussion is requested.
3. Pool Manager/Director of Lifeguards Report: Mary Norbriga to report in Robyn's absence
- a) Emily accepted the job of head lifeguard – to start in mid-June.
 - b) New swim instructors – to be paid \$15.50.
 - c) Lifeguards – \$13.50.
 - d) Swim instructor class – to be setup
 - e) For those who are both a swim instructor and a lifeguard; they must submit a timecard under both rates.
 - f) Swim class refund policy – roughly two weeks before.
 - g) Mary to put together a policy, including a release of liability and refund policy. To be reviewed and approved by the board.
4. Membership
- a) Jen presented new guest access cards.
 - b) Additional liability waivers for guests to be explored.
 - c) AED – battery needs to be replaced.
 - d) Key cards – Jacqueline to take over the key card process
 - e) New non-resident emails worked well, but were not perfect. Jen and Jacqueline worked through typos and such.
5. Communications
- a) Addressing emails from members.
6. Secretary
- a) Record retention
 - i. Matt and Al to begin
 - ii. Organizational documents, Bylaws, historical minutes, memo to file of legal structure
 - iii. Forms, email addresses
 - b) 5-year history on P&Ls
 - c) Membership numbers and status (resident versus non-resident)
 - d) Membership fees
 - e) Summary of revenues and expenses
 - f) Al to remove old board members and Matt will be added.
 - g) John, Al, and/or Matt to explore new banks for better controls and customer service.
7. President
- a) Suggestion for next year regarding new Board candidates meeting with the current Board prior to the membership meeting. Suggested to come to February meeting. To be discussed in January meeting.
 - b) Also, a new member welcome review:
 - i. PWIA activities, resident member versus non-resident member structure and fees,

8. Call for any other old or new business
 - a) None
9. A motion was made to approve the March 2018 meeting minutes, as edited. The motion passed.
10. Next meeting: Tuesday, May 15, at 7:15

We adjourned the meeting at 8:46pm.

Respectively Submitted,
Matt Brock, Secretary