

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

May 15, 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 7:25pm on May 15, 2018. John **motioned** to approve the April meeting minutes; the motion was seconded by Jennifer Donahue. The minutes were **approved**.

Board Members Present:

- John Bronson (President)
- Jennifer Donahue (VP Membership)
- Brian Tanger (Operations)
- Robyn Girard (Director of Lifeguard Admin)
- Matt Brock (Secretary)
- Al Williams (Treasurer)

Board Members not in attendance:

- Jacqueline Quinn (Communications)

Other in attendance:

- Jenn Shaw (Party Coordinator)
- Adam Berns
- Alison Helmke

B. General Session

1. Pool Parties and Fees / Jenn Shaw
 - a) A **motion** was made by Robyn that parties do not need to take their trash and the fee to increase to \$60. Jennifer Donahue seconded the motion and it **passed**.
 - b) School's Out Party
 - i. Scheduled for June 9, 12pm to 3pm
2. Treasurer's Report (Al Williams)
 - a) Bank account members: Al Williams, John Bronson, and Matt Brock
 - b) Checking account \$133,849 (very close to the balance last year at this time)
 - c) Reserve balance: \$201K
 - d) Solar heat has increased the pool temperature from mid-60's to 76 degrees.
3. Operations (Brian Tanger)
 - a) Pool cleanup day this Saturday, May 19 at 9am – 11am
 - b) How many passes do people get for helping?
 - i. 20 guest passes will be provided to members who help for the full (or nearly) two hours.
 - c) Kyle Takaki will (or did) power wash the lounge chairs
 - d) Brian is meeting the fire inspector tomorrow.
 - e) Pool schedule summary (see appendix)

- f) Lap swim and extended season hours – discussion **tabled** to end of season.
 - g) Jennifer Donahue **motioned** that the Reyna's at the corner of Curtner and Leigh that in exchange for advertising swim lessons for us, we will offer a top spot on the wait list. It was seconded. The **motion** was seconded by John Bronson and it **passed**.
4. Pool Manager/Director of Lifeguards Report (Robyn Girard)
 - a) Discussed lifeguard meeting. All lifeguards will have all paperwork done before starting.
 - b) 14 lifeguards signed up
 - c) Make-up meeting this Saturday at 11am after the clean-up.
 - d) Lifeguard hours, particularly in relation to pool parties and how many guards are needed if the pool is open for a party, but not regular hours (see appendix)
 5. Membership (Jennifer Donahue)
 - a) Swim membership status report
 - i. 94 residents have renewed (last year was one hundred something)
 - ii. 135 Non-resident members
 - iii. 16 new non-residents.
 - iv. 245 total swim members currently. Jenn will allow a few more in to reach target of approximately 261 (261 target number per motion passed in Sep 2016).
 - b) AI reports that we lose about 10 residents each year.
 6. Communications (Jacqueline Quinn)
 - a) Jacqueline not present. No material items discussed.
 7. Secretary (Matt Brock)
 - a) Record retention
 - i. Matt will work with Adam to post minutes and try to find old minutes
 - ii. Appendix items to be maintained for reference
 - b) Bank accounts
 - i. AI Williams, John Bronson, and Matt Brock are on the bank accounts.
 - ii. No option for dual sign-off on electronic payments was readily found.
 8. President
 - a) Nothing else to discuss
 9. Call for any other old or new business
 - a) None
 10. Next meeting: Tuesday, June 12, at 7:15pm

We adjourned the meeting at 8:58pm.

Respectively Submitted,
Matt Brock, Secretary

Appendix 1 – Pool Schedule

2018 Schedule (For reference and subject to change. Does not include member parties)

Date	Description
May 4	Solar heat on
May 19	Pool Cleanup, 9am – 11am
May 21	Gas heat on
NA	Open without guards
May 25	Pool open (including lifeguards)
June 9	School's Out Party
June 13	Most schools' last day of school. Start of summer lifeguard hours (see below)
TBD	Gas heat off
TBD	Solar heat off
TBD	Lifeguard hours reduced
TBD	Lifeguard hours stopped
TBD	Last day

Lifeguard Hours:

Pre June 13

- M – Th 3pm – 8pm
- Friday 3pm – 9pm
- Saturday 12pm – 9pm
- Sunday 12pm – 9pm

Special Day(s)

- Memorial Day; 12pm – 8pm

Summer hours (starting June 13, which is most schools' last day)

- Every day: noon – 9pm

Appendix 2 – Other Notes

Pool Parties

- Applies to 15 – 50 people.
- Fee: \$50 (includes lifeguard and trash) plus guest pass or regular fee (currently \$5/person).
- Party length: 3 hours. All non-member guests must leave after 3 hours.
- Deposit: \$100.
- Trash: included in fee.

Renters:

- People in houses that pay the \$99, then the renters can pay at the resident member rate.
- People in houses that do not pay the \$99, then the renters essentially jump to the top of the wait list and can pay the non-resident fee.