

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

July 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 7:15pm on July 10, 2018. Robyn **motioned** to approve the June 2018 meeting minutes; the motion was seconded by Al. The minutes were **approved**.

Board Members Present:

- John Bronson (President)
- Robyn Girard (Director of Lifeguard Admin)
- Matt Brock (Secretary)
- Jacqueline Quinn (Communications)
- Jennifer Donahue (VP Membership)
- Al Williams (Treasurer)

Others in attendance:

- Mary Nobriga

Board Members not in attendance:

- Brian Tanger (Operations)

B. Closed Session

1. Party deposit discussions
 - a) Discussion on whether we delegate to sub-committee
 - b) Matt motioned and John seconded that we delegate.
2. Insurance for swim lesson instructors
 - a) Matt motioned and Jacqueline seconded that we pay and get incremental insurance for swim instructors.
3. Should we extend the swim lessons?
 - a) Just discussion; Mary will be open to it.
4. Should we reimburse Gabe for swim instructor lessons (WSI) he took?
 - a) Per February 2018 minutes, he will be reimbursed the full cost of \$200.
5. Closed session is adjourned

C. Email Discussion since prior meeting

1. Water heater replaced by National Rooter for \$1,475.
2. Hazardous Materials Business Plan
 - a) Copy provided to Matt Brock for record keeping
3. Matt Brock contacted PG&E to work on fixing the back "streetlight"
 - a) This is on account 3097248733-1, which is currently classified as OL1 lighting, so PG&E maintains the pole and PWIA pays for the electricity based on the type of light. Currently billed at 1kw per day and roughly \$11/month.
4. No electricity in bathrooms.
 - a) Matt contacts Barsuglia to fix.
5. Locks placed on Wader Pool filter area and chemical area behind pump house to secure chemicals.

D. Open Session

1. Operations
 - a) Leak status – still waiting until end of season
 - i. See “x” near deep end.
 - ii. Gene says they have to fix the leak for roughly \$2,000.
 - iii. We will discuss later on when and how.
 - b) Bathroom lights
 - i. Barsuglia coming Wednesday morning
 - c) Buy a new projector for \$400
 - i. Jacqueline motioned and Matt seconded. It passed.
2. Treasurer’s Report (Al Williams)
 - a) Checking account: \$128,332 (\$125,817 at the comparable time last year)
 - b) Reserve balance: \$219,309
 - c) Cash in cashbox: When nearing or above \$50, the excess cash should be swept and given to a board member or pool manager. A written record of what is taken out should be left in its place in order to reconcile it. However, there is never any formal reconciliation of petty cash.
 - i. Jennifer motioned and John seconded that we will target roughly \$50.
3. Pool Manager/Director of Lifeguards Report (Robyn Girard)
 - a) Front gate:
 - i. By law, swimming pools need to be secured by a fence and a gate. We satisfy this with having a guard at the gate. Therefore, Mary will remind lifeguards to keep an eye on the gate at all times.
 - b) Emily to put on an in-service practice and rescue for all lifeguards for 2 hours.
 - i. Will pay for all food and drinks.
 - ii. Jacqueline motioned to have Mary find the best time available to hold a mandatory meeting. There was no second.
 - c) What time does the swimming pool close? Guards are given flexibility to have non-members leave the pool at 8:50 in order to start closing procedures. All people should be out of the pool by 9pm and non-members must leave the pool area by 9pm. Members are allowed to stay past 9pm, but be mindful of our neighbors.
4. Membership (Jennifer Donahue)
 - a) Wendy Milner was given a full membership
 - b) How many full-membership equivalents do we have outstanding: Roughly 4 for BBQ, pool, lessons, and pool party duty.
 - c) We are about 263 swim members currently. The wait list is growing and roughly 6 years
 - d) John Nobriga brought over the AED since it was beeping. The defibrillator pads were worn.
 - e) Jennifer gave everyone who helped at the 4th BBQ five (5) guest spaces.
 - f) Guests are supposed to sign-in. It is not just ticking off the guest pass card.
5. Communications (Jacqueline Quinn)
 - a) Movie night is this Friday.
6. Secretary (Matt Brock)

- a) Old minutes, including a consolidated file in Word covering the last several years, is now posted to the website. Missing what appears to be May, June, and July of 2018.
 - b) I'm worried about BBQ briquettes and lighter fluid stored right next to our records.
 - i. No action proposed or taken at this time.
7. President
- a) No other updates.
8. Call for any other old or new business
- a) None.
9. Next meeting: Tuesday, August 14, at 7:15pm

We adjourned the meeting at 9:18pm.

Listing of Tabled Items:

- Lap swim and extended season hours. Tabled during May 2018 meeting until after swim season.
- Brainstorm making the party guest list easier to manage and clarify number of guests allowed versus 15.
- Retention policy decisions:
 - Board Member election tallies
 - Annual Swim Information Sheets (submitted by families)
 - Old small claims court claims
 - Correspondence with resident members

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). See below for hours.
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: 2012: Sep 04 (per 2013_09 minutes) 2013: End of Sep (per 2013_09 minutes) 2016: Labor day (per 2016_08 minutes)
TBD	Solar heat off
TBD	Lifeguard hours reduced
TBD	Lifeguard hours stopped
TBD	Last day

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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, but you can only bring 10 guests at a time.
- 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.

Guidelines for 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.
 - What if they lived there last year, but did not pay and now they want to join? TBD.