

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

December 12, 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 7:22pm on December 12, 2018. Al **motioned** to approve the September 2018 meeting minutes; the motion was seconded by Brian. The minutes were **approved**.

Board Members Present:

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

Others in attendance:

- Mary Nobriga
- Wendy Milner

Board Members not in attendance:

- Jacqueline Quinn (Communications)
- Robyn Girard (Director of Lifeguard Admin)

B. Closed Session

1. NA

C. Email Discussion since prior meeting

- a) Nothing material.

D. Open Session

1. Pool Manager/Director of Lifeguards Report
 - a) Mary and Wendy attended and discussed swim instruction plans for next summer.
2. Operations
 - a) Property Rescue Company removed the old DE tanks.
 - b) Roof proposal is finalized. Thursday the 20th to commence putting on the new roof.
 - c) Posts under solar: there are two that need to be replaced. Brian will work on a quote.

3. Treasurer's Report (Al Williams)

- a) \$45,658 in checking; last year we had \$32,199 in checking. Savings is \$219,332.
- b) Major expenses over last month included \$4K Education Development Tax.
- c) No concerns or issues.

Financial Summary			
	Checking	Savings	Total
This Month: December 2018	\$45,658	\$219,335	\$264,993
Last Month: November 2018	56,112	219,332	275,444
Last Year: December 2017	32,199	*202,028	234,227
Increase / (Decrease) versus:			
Last Month	(10,454)	3	(10,451)
Last Year	13,460	17,307	30,766
*202,028 per December 2017 minutes.			

4. Membership (Jennifer Donahue)

- a) Payment procedures for next year were discussed and how to possibly improve.

5. Secretary (Matt Brock)

- a) Retention Guidelines: tabled, but major items include:
 - i. Founding Documents
 - ii. Board Minutes
 - iii. Annual Financial Summaries
 - iv. Tax records
 - v. Waivers
 - vi. Payroll records
 - vii. Personnel Records
 - viii. Lawsuits

6. Communications (Jacqueline)

- a) Not in attendance; nothing to report.

7. President

- a) Outreach of new board member recruitment and positions.

8. Next meeting: January 15, 2019 at 7:15pm, at Al Williams' house.

We adjourned the meeting at 8:35pm.

Listing of Tabled Items:

- If/when lights are on timer, we can discuss when to "soft-close" the pool at night when the days become shorter at the end of summer.
- Brainstorm making the party guest list easier to manage and clarify number of guests allowed versus 15.

Respectfully Submitted,
Matt Brock, Secretary