

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

January 15, 2019

The scheduled meeting of the Park Wilshire Improvement Association, a California non-profit membership corporation (the "Association") was held at 1785 Balsa Ave, San Jose, pursuant to notice duly given to all of the directors.

A. Call to order and meeting minutes

Meeting called to order at 7:20pm on January 15, 2019. Al **motioned** to approve the December 2018 meeting minutes; the motion was seconded by Jacqueline. The minutes were **approved**.

Board Members Present:

- John Bronson (President)
- Robyn Girard (Director of Lifeguard Admin)
- Matt Brock (Secretary)
- Al Williams (Treasurer)
- Jacqueline Quinn (Communications)
- Brian Tanger (Operations)

Others in attendance:

- Mary Nobriga

Board Members not in attendance:

- Jennifer Donahue (Membership)

B. Closed Session

1. NA

C. Email Discussion since prior meeting

- a) Nothing material.

D. Open Session

1. Pool Manager/Director of Lifeguards
 - a) Discussion on how best members should communicate concerns or complaints about the pool, facilities, and lifeguards.
 - b) Robyn working on handouts for lifeguard and swim instructor recruitment.
 - c) Discussion on not having a gate guard from M – Th, 7 – 9PM.
2. Operations
 - a) Roof is done.
 - b) Fence slats are done.
 - c) At least three posts need attention and/or replacement.
 - d) Chlorine water line leak; quickly fixed, but happens every few years.
 - e) Motion detector lights; to be replaced now that the roof is done.

3. Treasurer's Report (Al Williams)

- a) \$39,577 in checking; last year we had \$30,812 in checking. Savings is \$219,348.
- b) Major expenses since last report: new roof, \$3,700; Utilities approximately \$800
- c) No concerns or issues.

Financial Summary			
	Checking	Savings	Total
This Month: January 2019	\$39,577	\$219,348	\$258,925
Last Month: December 2018	45,658	219,342	265,000
Last Year: January 2018	30,812	202,028	232,840
Increase / (Decrease) versus:			
Last Month	(6,081)	6	(6,075)
Last Year	8,765	17,320	26,085

4. Membership (Jennifer Donahue not in attendance)

- a) Discussion on succession.

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) Tyson, as a friend of the board, is not interested in continuing next year.
- b) Board member recruitment and outreach. Robyn will reach out to neighbors and John will reach out to others as well.
- c) Annual Meeting in March needs to be set and prepared for.

7. President

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

8. Next meetings

- a) Monthly Meeting: February 13, 2019 at 7:15pm, at Al Williams' house.
 - i. Robyn unable to attend.
- b) Annual Meeting: March 13
- c) Mail out packets: Soon after Annual Meeting

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