

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

July 9, 2019

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 and members.

A. Call to order and meeting minutes

The **Monthly** meeting called to order at 7:17pm on July 9, 2019. Robyn **motioned** to approve the June, 2019 meeting minutes; the motion was seconded by Adam. The minutes were **approved**.

Board Members Present:

- John Bronson (President)
- Skye Gordineer (Secretary)
- Al Williams (Treasurer)
- Matt Brock (Membership)
- Robyn Girard (Director of Lifeguard Admin)
- Adam Berns (Communications)

Others in attendance:

- Tom Littmann
- Mary Nobriga
- Jennifer Shaw

Board Members not in Attendance:

- Brian Tanger (Operations)

B. Email Discussion since prior meeting

1. Water left on. It was suggested to shorten the hose so that it can no longer reach the fence. Matt and Al to fix that.
2. Purchasing a card printer to be used for making membership cards, saving the time and energy of using a third party printer. - *Discussed in membership.*
3. Loose tiles and peeling fiberglass. Repairs needed. - *Discussed in Operations.*
4. Key plan. - *Discussed in Operations.*
5. Pool temperature and possible heaters not working. - *Discussed in Operations.*

C. Community Discussion

1. Tom Littmann (Resident Member) to discuss "Membership Lite". Something that would allow the occasional grandkids to swim while visiting. To be discussed further by the board.

D. Open Session

1. President - John Bronson
 - a) None.
2. Membership – Matt Brock
 - a) We have 8 different colored cards right now. Plus, electronic key cards.
 - b) Current membership for 2019 is = 268.
 - c) Wait list number as of 07/07/2019 = 195
 - d) Wait List application update: I recently updated the wait list application on our website so users can fill out and submit the form via email rather than just hard-copy. I am considering doing away with the hard-copy submission entirely and have people submit applications only via email.

- e) One household (2631 Hill Park Drive) recently inquired about purchasing a swim membership, but the house was deactivated in 2015 after a warning letter. Matt sent a letter asking for back dues before a vote from the board to add them to a pool membership.
- f) One non-resident swim member (1783 Wema Way) asked about a refund since they are moving away. We need to vote on that. Robyn motions to refund in full less \$50 (after confirmation of moving). John seconded. The motion passed.
- g) Card printer; cost about \$900. Would make some aspects a little harder since the VP of membership would have to do more, but I think in total it would make it easier and improve turnaround time and membership satisfaction.

3. Secretary – Skye Gordineer

- a) None.

4. Treasurer – Al Williams

- a) Federal 990 & CA 199 tax reports for last FY are completed, John and Al have reviewed, no issues found. Feds were paid \$1,512, State \$632. This is due to income unrelated to our membership from swim lessons and parties.

- b) Financial report and historical summary:

Financial Summary	Checking	Savings	Total	Paypal
This Month: July 9, 2019	138,630	240,424	379,054	9,520
Last Month: June 2019	156,178	240,412	396,590	9,520
Last Year: July 2018	129,949	219,315	349,264	
Increase / (Decrease) versus:				
Last Month	(17,548)	12	(17,536)	0
Last Year	8,681	21,109	29,790	

5. Lifeguards - Robyn Girard

- a) Mary Nobriga report: Charlotte is great. Al motioned to raise Charlotte’s rate to \$20 retroactively, John seconded. Head lifeguards are Michael Young and Gabe is the assistant.

6. Communications – Adam Berns

- a) 230 people for 4th of July party.

7. Operations – Brian Tanger as reported by John Bronson

- a) Looking at Bathroom upgrades (John suggestion, Costco photos, simple, bright, very clean looking, need to discuss with Brian). Mats were suggested for in front of the toilets so people wouldn’t be standing in a puddle. Main points: more lighting, added ventilation, new paint, new flooring, tile on the walls.
- b) Status of electrical upgrades, box cover plus outlet on the end of the pump house building (nothing to add to what Matt noted, I will work with Brian on this one). Adam will call Denny.
- c) Key system status, changes, the addition of security cameras. John motioned to have extension plates welded to the door above and below the current security plate, Al seconded. Motion approved. Adam motions to add a lockbox for each vendor with a white key card and the key. Robyn second. Motion passes by majority.
- d) John’s report on discussions with Dick about solar and gas fueled pool heating. It is believed that only 1 out of 3 heaters are functional.

- e) Matt has requested the City to plant pistache trees in the pool park strip.
- f) John to put in a remote light switch in the back storage room at pool house door.

8. Member Party Coordinator - Jennifer Shaw as reported by email

- a) 9 parties successfully held
- b) 11 more scheduled through the end of the season, for a current total of 20
- c) 3 of the 20 were/are for Board or FOB members
- d) 6 have used PayPal
- e) 5 have been in the 31-50 guest range

E. Old Business/New Business

- 1. Tabled from the May meeting: Membership Certificates.
- 2. Not discussed at the July meeting: Records retention status - John and AI still need to review a draft Matt put together.

F. Closed Session

- 1. None.

We adjourned the meeting at 9:40pm. Next meeting August 22 at 7:15.

Respectfully Submitted,
Skye Gordineer, Secretary