

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

November 19, 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.

A. Call to order and meeting minutes

The **Monthly** meeting called to order at 7:28pm on November 19, 2019. Matt **motioned** to approve the October, 2019 meeting minutes; the motion was seconded by Adam. The minutes were **approved**.

Board Members Present:

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

Others in attendance:

- None

Board Members not in Attendance:

- Skye Gordineer (Secretary)
- Brian Tanger (Operations)

B. Email Discussion since prior meeting

1. Old documents that pre date our current bylaws most likely can be discarded after review by board members. Matt reported that some may be useful but there were multiple copies of the same thing circa 2000. One copy will be retained in a somewhat more orderly fashion.

C. Community Discussion

1. None.

D. Open Session

1. President - John Bronson
 - a) A senior discount membership or "membership lite" still needs to be worked out.
2. Membership - Matt Brock
 - a) Matt suggested postponing purchasing a colored card printer until spring at which time we can thoroughly test it during a trial period and perhaps return if not acceptable.
3. Secretary – Skye Gordineer
 - a) None.
4. Communications – Adam Berns
 - a) None.

5. Treasurer – Al Williams

- a) Via email, Finance Committee conversed and Al completed a cash reconciliation.
- b) Financial report and historical summary is below; monthly expenses include:
 - 1. Labor \$2K, Taxes \$5K, Gas Heaters deposit \$1K

Account	Last Year Nov, 2018	Last Month Oct, 2019	This Month Nov 19, 2019	This month vs:	
				Last Year	Last Month
Checking	48,668.18	68,376.48	55,410.49	6,742.31	(12,965.99)
Savings	219,337.17	240,442.01	240,448.74	21,111.57	6.73
PayPal	-	-	-	-	-
Other	-	-	-	-	-
Total	268,005.35	308,818.49	295,859.23	27,853.88	(12,959.26)

6. Lifeguards - Robyn Girard

- a) Robyn wrote a job description for the PWIA Pool Manager.
- b) A suggestion was made that the successful pool manager candidate will be offered a free swim membership. The final offer would be determined based on the candidates.

7. Operations – Brian Tanger (John Bronson reporting in lieu of Brian’s absence)

- a) Pool Gas Heaters Replacement: Genie was awarded the contract for \$20,464. Schedule TBD.
- b) Other repairs needed:
 - 1. Repair of conduit in pump house.
 - 2. Repair of loose bricks and peeling fiberglass during the off season. Suggestion to get multiple proposals.
 - 3. Solar array post replacement: Suggestion to get multiple proposals.
 - 4. Bathroom upgrades updates: Window screen to improve ventilation. Improvement of floor and shower drainage Matt and Brian to begin gathering estimates.
- c) Storage Shed installation. Not needed for now. The bathrooms are being used for off-season storage.
- d) Key system and facility security: No sign of intrusions since the last board meeting. Lifeguard key card box is on order.
- e) Hazardous Materials Certification issues were cleared up by Brian with the County.
- f) Cleaning off old pool rope in order to salvage it. John will throw it away rather than trying to salvage it.
- g) We should do a bucket test. The water seems to be dropping abnormally. John will follow-up with Ryan Donahue to determine how often Ryan is doing it.
- h) Trash cans/bins – are they being sent back to the trash company? Brian, please confirm whether they are only picking up one bin. Al might be able to tell in next month’s bill.

8. Member Party Coordinator - Jennifer Shaw

- a) None

E. Old Business/New Business

1. None

F. Closed Session

1. None.

Next meeting tentatively scheduled for December 10 at 7:15pm.
We adjourned the meeting at 8:33pm.

Respectfully Submitted,
Skye Gordineer, Secretary