

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

January 21, 2020

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 January 21, 2020. John **motioned** to approve the December, 2019 meeting minutes; the motion was seconded by Al. The minutes were **approved**.

Board Members Present:

- John Bronson (President)
- Al Williams (Treasurer)
- Matt Brock (Membership)
- Adam Berns (Communications)
- Skye Gordineer (Secretary)

Others in attendance:

- None

Board Members not in Attendance:

- Robyn Girard (Director of Lifeguard Admin)
- Brian Tanger (Operations)

B. Email Discussion since prior meeting

1. None.

C. Community Discussion

1. None.

D. Open Session

1. President - John Bronson
 - a) A senior discount membership or "membership lite": There are lots of details to discuss. A discussion with Susie Fleming is needed.
2. Membership - Matt Brock
 - a) Matt postponing purchasing a colored card printer until spring.
 - b) Matt transferred Door King software to his computer.
 - c) Further discussion needs to be had about the pool board notifications. It was suggested to combine the Annual meeting notification as well as the resident dues in one mailing.
3. Secretary – Skye Gordineer
 - a) The secretary has a conflict with holding meetings on the second Tuesday of each month. The pool board is okay being flexible and moving the meeting as needed each month.
4. Communications – Adam Berns
 - a) Payphone replacement: Adam to narrow it down to some choices. Should be \$90/month.
 - b) Door King: Adam has struggled to get ahold of them. One suggestion was to change to a bluetooth system.
 - c) Website update proposal. Adam to send the board some demo cases to try the new system.
 - d) Leaving Google Groups. No conclusion.
 - e) Online timecard system. Not discussed.

5. Treasurer – Al Williams

a) Financial report and historical summary:

Account	Last Year Jan, 2019	Last Month Dec, 2019	This Month Jan 21, 2020	This month vs:	
				Last Year	Last Month
Checking	47,485.15	39,255.60	26,228.41	(14,256.74)	(13,027.19)
Savings	219,342.58	240,460.79	240,460.79	21,118.21	0
PayPal	-	-	-	-	-
Other	-	-	-	-	-
Total	259,827.73	279,716.39	266,689.20	6,861.47	0)

6. Lifeguards - Robyn Girard

- a) Robyn wrote a job description for the PWIA Pool Manager.
- b) Discussion with Charlotte. Good news: Charlotte was willing to take on the pool manager role. John/Robyn proposes a 5% increase over last year's position. She would be pool manager and therefore would be the adult leader at the pool as needed, as well as providing lessons and lifeguarding.
- c) Charlotte requests a meeting/interview with the board. John and Robyn will work on scheduling that with Charlotte.
- d) Do we need an hourly cap on Charlotte's hours?
- e) Staffing plan and wage rates. Plan to limit lifeguard expenses.

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

- a) Pool Gas Heaters Replacement: Work completed!
- b) Other repairs needed:
 - i. Repair of conduit in pump house. Repairs tentatively scheduled for mid February.
 - ii. Repair of loose coping stones, peeling fiberglass, mastic replacement, and concrete joint repairs: Three bids received, waiting on one more.
 - iii. It was voted and approved to hire Scuba Pool Repair to repair the pool cracks and peeling in both pools.
 - iv. Would like to rebid the painting of the underwater lines after draining 3ft of water.
 - v. Solar array post replacement: Three posts have been replaced at a cost of \$2400. John to take on the task of painting the new posts after they dry out for a while.
 - vi. Bathroom upgrades updates: Window screen to improve ventilation. Improvement of floor and shower drainage Matt and Brian to begin gathering estimates.
- c) Key system and facility security: No sign of intrusions since the last board meeting. Lifeguard key card box has arrived and will be installed soon.
- d) Storage Shed installation: tabled for now. Men's restroom is being used for winter storage.
- e) December pool County inspection went smoothly, no issues.

8. Member Party Coordinator - Jennifer Shaw

- a) None

E. Old Business/New Business

1. None

F. Closed Session -

1. None.

Next meeting scheduled for February 12 at 7:15pm.
Annual Meeting Scheduled for March 12th at 7:00pm.
We adjourned the meeting at 9:06pm.

Respectfully Submitted,
Skye Gordineer, Secretary