

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

July 14, 2020

The scheduled meeting of the Park Wilshire Improvement Association, a California non-profit membership corporation (the "Association") was held via Zoom Conference Call, 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 7:18pm via Zoom on July 14, 2020. Al **motioned** to approve the May and June 2020 meeting minutes; the motion was seconded by Matt. The minutes were **approved**.

Board Members Present:

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

Others in attendance:

- Charlotte Kistner (Pool Manager)

Board Members not in Attendance:

- Adam Berns (Communications)
- Skye Gordineer (Secretary)
- Robyn Girard (Director of Lifeguard Admin)

B. Email Discussion since prior meeting

1. Several: updated SCC SIP order, pool reservation operation, walk up swim reservations, tax documents, and general operation.

C. Open Session

1. President – John Bronson
 - a) Social Distancing updates from the County - John briefed the group.
2. Membership – Matt Brock
 - a) Membership totals: approximately 106 swim members with a few new residents pending. A discrepancy was noted between this total and the Treasurer's report of 87 memberships. A reconciliation will be conducted.
 - b) Do not expect to offer memberships to those on the waitlist due to COVID-19 capability limitations.
3. Secretary – Skye Gordineer
 - a) The secretary reviewed current emails lists from the Treasurer and Communications. Found about 20 members that hadn't been successfully communicated with as well as a couple of typos. Report was given to Membership, Treasurer, and Communications.
4. Treasurer – Al Williams
 - a) A quick review of the financial deficit predicted for this year was conducted. The current estimate is approximately \$65,000 (approx. 30% of Reserves) will need to be drawn from the Reserves account in order to pay for pool operations until the end of Fiscal 2021 (March 31, 2021). There was no disagreement about this estimate. The Board had earlier accepted that opening the pool this year would require the use of reserve funds, lower membership dues would not be adequate to prevent a deficit. But the current estimate is much higher than initially predicted. Cost savings actions will take effect as soon as possible. Primary savings will be the reduction of labor hours. Other actions are discussed in the following section. These savings could lower the deficit by 5% to 10%. In summary, this deficit is survivable,

PWIA has adequate reserves to cover it. But operations budgets for future years need to be balanced, and reserves will need to be built back up over the next few years.

b) Financial report and historical summary:

Account	Last Year July, 2019	Last Month June, 2020	This Month July 14, 2020	This month vs:	
				Last Year	Last Month
Checking	139,230.37	22,514.88	25,150.14	(114,080.23)	2,635.26
Savings	240,424.43	216,715.82	216,715.82	(23,708.61)	0.00
PayPal	-	-	-	-	-
Other	-	-	-	-	-
Total	379,654.80	239,230.70	241,865.96	(137,788.84)	2,635.26

5. Lifeguards and Pool Manager - Robyn Girard (not present) and Charlotte Kistner
 - a) Due to low usage and the need to save money, the board discussed deleting the 9:45 swim slot and opening at 11am instead.
 - b) Matt made a motion to update the swim hours to start at 11am and no change to lap swim. John seconded and the motion passed.
 - c) Discussed when to close the swim season. Target Labor Day on Sep 7 as the last day.
 - d) John motioned the swim season end on Sep 7; Al seconded. The motion passed.
 - e) Charlotte Kistner reports: Based on our experience over the first month of the pool opening, staff coverage will be lowered. Most shifts will only have one staff at the facility. The exception is the evening shifts leading to closing, two staff members will cover those shifts.
6. Communications – Adam Berns
 - a) Not present - no updates
7. Operations – Brian Tanger
 - a) Repairs needed:
 - i. Repair of conduit in pump house. Most of it is complete, might be additional replacement required. TABLED
 - ii. Repair of loose coping stones, mastic replacement, concrete joint repairs, fiberglass peeling, and repainting of underwater lines: All repairs complete.
 - iii. Finished repairs of the coping stones do not look very good from the pool vantage point. There are gaps and spilling out grout that look unprofessional. Fixing the repair could probably wait until the off season.
 - iv. Dead electrical GFCI receptacle near BBQ. Repair to happen soon. TABLED
 - v. New solar posts are painted.
 - vi. The new underwater painted stripe is really rough. Is this something that will go away with time or do we need the contractor to come back and sand it down? John expects to smooth out over time.
 - vii. The lane divider needs to be replaced. Quote from Genie is really high. Charlotte will look for spare ropes in storage.
 - viii. The ladder on the left side in the 4 foot deep section is slightly loose. One quote for replacement is about \$1400. The board will get other quotes.

D. Closed Session

1. None.

We adjourned the meeting at 8:22pm. Next meeting August 11th at 7:15.

Respectfully Submitted,
Matt Brock, Membership