

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

9.14.21

The scheduled meeting of the Park Wilshire Improvement Association, a California non-profit membership corporation (the "Association") was held via zoom for 2575 Park Wilshire Dr., 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 7:20PM via zoom on 9/14

Motion to approve previous months minutes: M/S/C, approved amended notes.

Board Members Present:

- Adam Berns (President)
- John Bronson (Operations)
- Al Williams (Treasurer)
- Matt Brock (membership)
- Skye Gordineer (Director of Lifeguard Admin)
- Sarah Villalobos (Communications)
- Ofer Mizrach (Secretary)

Others in attendance:

- Rebecca Crapo (Pool Manager)

B. Email Discussion since prior meeting

1. None

C. Open Session

D. Closed Session

1. Treasurer – Al Williams
 - a) We have made significant progress in replenishing our reserves.
 - b) We are asking the finance committee to analyze why we were able to achieve the surplus and provide projections.
 - c) Looking to transfer bookkeeping and finance operations to an external firm. After analysis it was found that this is not effective.
 - d) As an alternative the finance committee proposes splitting of the role of treasurer to two roles for next season:
 - i. Adding a new friend of the board position (FOB), courier that performs activities such as bank runs, mail. Having a different Resident Member be the Treasurer next year and begin to transition away from our current Treasurer.
 - e) Latest financial status:

	2019	Last Meeting	This Month
Account	9/14/19	8/11/21	9/14/21
Checking	\$ 79,840.05	\$ 94,402.48	\$ 77,178.95
Reserve	\$ 240,436.68	\$ 183,498.14	\$ 183,499.70
Total	\$ 320,276.73	\$ 277,900.62	\$ 260,678.65

2. President – Adam Berns
 - a) To organize a meeting with other Cabana operations to co-learn.
 - b) **Approved by motion** - New formalized Friend Of Board (FOB) positions for members in good standing. FOB this position will be entitled for a 50% resident or non resident membership as appropriate. Other responsibilities are to join the first 15 minutes of the board meeting to provide updates as needed. FOB positions are :
 - i. courier - only open to proprietary members.
 - ii. guest party planner.
 - iii. webmaster.
 - iv. pool event coordinator
 - v. Food prep.
 - c) Discussion point for next season, to perform review and approval of time cards.
 - d) Decision to lower pool temperature as of 9/20 during week days, subject to change based off of traffic and heat.
 - e) **Approved by motion** - Closure of the pool season
 - i. Chair removal and pool cleanup will be on the 3rd.
 - ii. Last day of swim; Saturday October 2nd.
 - f) Purchase of additional tools.
 - g) Pool water level automation, will work with genie to have tools/sensors to monitor the water level and automatically adjust.
 - h) Flammable items and paper need to be secured in fire proof boxes. Ofer to work on a plan to preserve the documents and provide protection.
3. Operations – John Bronson
 - a) Still waiting for the city to repair damage caused by the tree fall. no progress to date.
 - b) The facility is secured in the interim
 - c) In regards to the penalty from the IRS, John and Al are working to resolve it. We have confirmation that they have received the package of documents. We have approached Anne Eschoo's office for help.
 - d) Fixing shower valves.
4. Membership - Matt Brock
 - a) 20 Plus uncollected envelopes.
5. Lifeguard Administration - Skye Gordineer/Rebecca Crapo
 - a) none
6. Communications – Sarah Villalobos
 - a) It was decided that we are allowed to use the member list emails to create communications around association events for the off season.
 - b) Sarah is organizing a halloween event.
 - c) Sending out a communication for closure of the swim season.
7. Secretary – Ofer Mizrach
 - a) None.
8. Pool Manager
 - a) None

Meeting adjourned the meeting at 9:14. Next meeting is 10/12 at 7:15 in person on zoom.

Respectfully Submitted,
Ofar Mizrach, Secretary.