

**Parliament Pool Association  
Board Meeting – October 4, 2016**

**Attendees:**

Erica Hosken	Jim Kelley
Rob Belloni	Terri Cigan
Jen Argenta	Paul Pheeneey

Erica called meeting to order at 7:01 pm.

**Approval of Minutes from annual meeting:**

No additions, corrections or changes were noted.

Motion to approve by Erica; Second by Paul. Minutes Approved.

**Pool Closure Status:**

Baby pool cover still not on. Millenium will be back this week to address issues/finish. Fairfax water will be shut off tomorrow.

Paul cancelled Cox service, but needs to return equipment. Erica will get the equipment for Paul to return to Cox. He will be looking into better pricing with others in the spring.

**Bylaw revisions:**

We need to give direction to the bylaw committee and give them a clear starting point. We will use the website version as a starting point. Also, we need to make sure to adhere by current bylaws when ready to get new ones approved – suggest sending out postcard by mail so there is no question. Erica has asked Ed Hosken to chair the bylaw committee. The goal is to have something by January/February and have members vote on it before the pool season begins.

***Bylaw areas to focus on:***

Erica – PPA officers and board should be evaluated, term limits, communication and transparency requirements (emails and posting information), alignment with state non profit laws, bylaw amendment process/quorum requirement, alignment with NVSL rules, management of conflict of interest situations (special vs regular meetings), alignment with current practices.

Jim – Difference between stock and bond memberships.

Terri – Selling membership if someone buys your house, dealing with partial memberships, monthly memberships (probably don't need in bylaws) and redemption language.

Jim – Stock certificates? Many have never received one.

Jen – First page mentions payment in full is necessary before use of pool begins. However, if we are thinking about payment plan options then this will need to be adjusted.

**Priorities List:**

Erica has a meeting with Titan tomorrow at 10 am. Rob will attend with Erica. We have also gotten some email solicitations; Rob will follow up with them and ask for their recommendations as to repairing the filter or getting a new one. From maintenance perspective this is most important.

Pump house isn't falling down but need to keep on radar

Diving board has been purchased by swim and dive. (They purchased the one they were renting) Rob asked who would fix the diving boards if they break? Ideally, it would be nice to have whatever company we choose to open/close the pool to handle on call maintenance.

Parking lot issues have been ongoing. We want to make sure dumping to help the situation is done right and we are communicating with the members. We also don't want to let it go and end up having a serious problem.

Braddock District Supervisor has a meeting with all the pools in the area. This meeting will be soon and Erica will let us know when it is.

Conservation Assistance Preservation through County – We should pay attention to this type of grant. We could be able to take advantage of it.

Rob suggested that we organize a fall clean up/planting day. There are weeds to pull and the bare hill needs help. The hill where the trees got taken down is sliding into the runoff. Plants at the base of hill will help stop erosion and dirt/debris from coming down. Also need to work on the retaining wall. If someone donates timbers, Tyler Moore said he would help. We could do this in winter when bees are dormant. Lastly, there are the fence repairs. \$250 should be paid by the tree company who damaged the fence.

Erica will call the tree company and discuss the damage and repairs needed.

**Maintenance Fee:**

Chris is going to try to link the database to the website. This means the website would be able to handle online payments, log in to account, online event rsvp. May be able to track volunteer hours online and have members help track.

Paul asked if we are going to try to do something with those who didn't volunteer and didn't pay this year? We can send an email asking them to either confirm they volunteered or send payment. Maybe for next year we have everyone pay the \$50 up front and then they earn it back by doing 5 hours. Those that complete their hours would get a refund at the end of year.

Erica noted that there were a lot of senior complaints about the fee. Do we want to handle this differently next year?

Rob – They already feel nicked and dined. We should probably make an age cut of/exemption. We can add some nice language that would exempt seniors/senior opt out.

**Membership:**

Payment Plans: We need to figure it out because it will drive when we need to have our fees set by. Should look into auto pay options.

When we have looked in the past, doing multiple transactions through paypal kicked us to higher service level.

Maybe if a member wants to do a payment plan, we collect all the checks upfront. \ In 2015, about 12-15 members did payment plans. Not sure if they all paid in full because the spreadsheet provided isn't complete.

Erica and Terri will look into membership categories and fees for November meeting.

**Treasurer's report:**

Paul stated that at the end of October, he will begin to finalize the financials. In December or January, we should have a budget meeting.

Erica – Do you know what it costs to run pool on daily basis?

If we decide to stay open late Sunday nights or open earlier (for marketing purposes), how can we determine expense of this? Also need to consider school starting earlier this year. Will lose some guards going back to college.

Jim – Knowing this cost also opens up ability to allow groups to reserve pool past closing.

Paul then posed the question that now that S&D are separate, should audit fee be split? He will reach out to Brad and discuss and see where it goes. Also in regards to referrals; when will we pay those that referred members? Can we offer check or guest passes or donate back to pool?

Terri has pulled all the applications with referrals. Will send email out to those people to the effect of "Please respond by [mid October] with how you would like your referral or if you would like to donate or get guess passes." We will consider possibly capping the number of referrals next year.

Erica: The agenda for the November meeting is looking like rates, membership, database, and marketing.

Terri: We have both a Square account and Paypal, should we utilize the square more?

This might be a case where the technology doesn't drive membership and stick with just the basics. We did absorb all the paypal fees one year and saw an increase in paypal usage. When we put fees back on users, it went drastically down.

**Operations:**

Welcome Jim to the board.

Paul noted that labor costs were down this year and it may be because they implemented an on call system for guards.

**Miscellaneous/Other:**

Jen will create a Directory of board members with emails, phone and physical addresses for us to have in case we need to contact each other.

Erica asked the board if the meeting dates that were emailed out for the next few months work for everyone? Generally, the response was yes.

Motion to adjourn at 8:57 by Erica. Seconded by Jen. Approved.