

**Parliament Pool Association
Board Meeting – February 1, 2017**

Board Member Attendees:

Erica Hosken	Jim Kelley
Terri Cigan	Paul Pheeny

Other Attendees:

Michelle Maxwell-Gold	Ed Hosken
Laura Nichols	Emily Rusch

Erica called the meeting to order. December 8, 2016 corrected board meeting minutes approved and January 7, 2017 board meeting minutes approved. One correction to January 22, 2017 minutes needed.

President:

1. Bylaws Noncompliance issues.
 - a. SSPs - We have two categories of people with swimming privileges; members and SSPs, which are guests with swimming privileges. Will send out note ahead of time to explain this to pool community.
 - b. Stock certificates - Everyone that was a bond member we need to retroactively remove the bond requirement. Motion made to make all “bond members” members. We know that for the last two years we need to do stock certificates for everyone that became a member. Many others have never received a stock certificate either. But how do we issue one if we don’t know if they were ever issued. Could we add it to the application? i.e. Are you in possession of a stock certificate? We may need to note on the new certificate that “original was never received” or “duplicate”. When they are redeemed, we need to make sure they have not been redeemed twice.

Michelle noted that the bylaws don’t need to be approved in their entirety. We can do it by article. Erica agreed, but the hope is we can do it all at once. But, first we need to have 25 members there. Jim added that the voting ballot should have a box to check if you would like to approve the entire revised bylaws and then individual boxes for each section.

2. Database update – This is a bigger project than Abby thought which isn’t surprising. She was able to upload our database and can set it up, but it won’t be everything we want, user friendly, etc. Her recommendation was to hire a contractor to set it up how we want it. At this time, the project probably needs to be put on the side. But come September, lets put this high on the list. I started working on a Google form so we can take some electronic information. I would like to send it out to the board and get feedback. Terri then wouldn’t have to manually put in all

the data. We may be able to get a laptop that we can use at the pool; that way if payments are made Terri can update the database and it will be instantly available instead of having to do a printout.

Terri also added that we should use the square more at the pool, assuming they are compatible with laptops too. We still haven't found the one we had though. Once we set it up it should be more known to people so everyone knows its there and available for use. Michelle suggested purchasing a little safe in which to keep the Square, spare money, etc.

3. Flyer/advertising – We can use the back of the flyer too, but I think its too much to put the application on back though. We can put more S&D info, but we need to get it printed in 2-3 weeks. This is for the Gazette and also to have delivered to surrounding neighborhoods. Hopefully Gazette will go out in early March followed by a postcard in April.

Michelle suggested the language for the practices be adjusted. Also, can we direct people to the S&D tab on the website.

4. Volunteer List –Should we set up a sign up genius for flyer distribution? We still have a lot of door hangers left so I want to make sure all these flyers actually go out. Make small enough sections so its easier to get done. Other things, such as lawn care, will be week by week. As we put this out we need to know if we are doing this annually or with the pool season?

Jim proposed that we try out sign up genius with the flyer distribution and see how it works.

Treasurer:

1. Taxes/Audit - We've used Bill Graves for tax and audit for a while. I've reached out to another tax professional and they have quoted half the cost. Would be saving \$425. Currently he is also doing an accounting audit, so my thought is volunteers with finance background do audit. I'm going to look into different audit solutions. In addition, when we get new employees, we need to make sure we get their direct deposit information.

2. S&D cash flow update – I looked at the last three years of bank statements. What I found so far is the lowest balance they've had is \$21,000. I still need to sit down and discuss with Michelle, but it looks like S&D can make \$5k contribution.

Michelle noted that S&D has to keep a certain reserve for certain things that if they broke tomorrow they could buy a new one (i.e. starter, stop watches). This will go in their budget. Erica added that we are accountable to our members. Having a lot of money in the bank doesn't always look good to members. If you have the money to invest in something that makes the team better, then you should do it. In addition, if S&D is buying the lane lines that really is communal property. If a shared resource

breaks who is responsible? Paul finished by saying that at the next board meeting we will have a follow up discussion about S&D funds.

Dive/NVSL –If you belong to a NVSL pool and they don't have a dive team, then they could join our dive team without being a member of Parliament. Would our board be ok with offering one year free if you are joining the dive team, but second year you have to join? Can we say the dive team can start marketing this?

Paul – But they aren't using the pool, they are just coming to practice and doing dive. I don't think they should have to pay the second year.

Michelle – I think you are inviting arguments to say some people don't have to pay membership. I don't think you want to put it on the flyer.

Laura – I think you can market it to pools that don't have dive teams.

Erica – Would you be willing to talk to NVSL about Danbury Forest? Would they allow a waiver to let Danbury Forest members be part of the team? It's not swim privileges.

Terri – this came up last year. We were considering offering them a discount to join and that was a violation of NVSL rules.

Michelle will ask NVSL about a waiver and we will go from there.

Membership:

1. Working on letter and application. If everyone is in agreement with the letter we can get it out this week. Want to get volunteer information up and get the google form tested. Hopefully by the end of the week we should have it out there. Should be able to keep the four month payment option in there because the first payment is the end of February. We will do a mailing early March. Everything needs to be printed by March 1 if you want it to go out. Paul noted that we also need the paypal links set up on the website.

Operations:

1. About a dozen interested in coming back full time from previous lifeguards. A mail chimp and something on website is best way to recruit additional applicants. Started asking for rough availability for interviews – probably third weekend of February with a second round of interviews in early March. There were no evaluations done last year. I'll also be getting together with Rob in regards to volunteer items that we will need help with.

2. Laura will also coordinate schedules with Jim. Erica added that when there are Saturday meets, we will open early the following Sunday.

Maintenance:

1. The fence work deposit was paid and we are working with Skylar to confirm a date when the work will be done.

2. The contract was signed with American for filter repair and opening/closing of pool. American will also send price list for chemicals and will look at cracked edge to see if needs repairs.

3. We need to schedule a spring clean up day. Rob threw out possible dates of 3/25, 4/1, 4/8, or 4/22. Any preference? March seems too early.

Activities:

1. Kiera will do cinco de mayo party again. That means tables and chairs will have to be out by that point. Laura added that maybe they can do the “meet the coaches” the same weekend.

1. Nick provided a couple slides to look at and comment on along with an updated calendar.

Bylaw Committee:

We have received no comments from website when the first three articles were posted.

Last meeting they talked about article 4 and that is almost done. Next they get into officers and board meetings. Hopefully we can post a couple more sections soon.

Terri asked why the bylaws say its open to residents of Springfield. It actually says “in the general area of” and it is in the articles of incorporation, which is why it is written like that.

Old Business:

1. Pool Rules: We had one comment about the showering requirement. Is it a health department requirement? Does it have to stay in the rules? Michelle thinks it’s a preference, but it wouldn’t hurt to ask the health department if there is a requirement. But how would we enforce it?

New Business:

1. Concession Stand – Did one two years ago and we’ve talked about doing more on a regular basis, but maybe starting with just July. It is mostly a staffing and logistics issue. Would be nice to offer something you could put in the microwave. Maybe just from 11am – 2pm. Concession income was \$4200 last year.

2. Erica has one last bylaws issue to take care of. On bylaws one of points to clarify was officially noting our S&D rep. Laura Nichols was nominated to be our swim rep for the upcoming season. Seconded and approved.

Motion to adjourn the meeting. Approved.