

In Attendance: Brittany McCool, Anissa Olson, Desiree Rivas, Sara Shaji, Wanda Campbell, William McKeever

Meeting Minutes – Cleanup, Operations, Staffing, Facilities & Financial Planning

1. Cleaning Planning and Operations

- Volunteer-based cleanup last year for 2 days was ineffective, plan to change to 3 days and offer weeknight option
 - Scheduled:
 - Friday, April 10 (5–8 PM)- Lead Brittnay
 - Saturday, April 11 (1–4 PM) Lead Anissa
 - Saturday, April 18 (1–4 PM) Lead Desiree
 - Sunday, April 19 (flexible) Lead Wanda
 - Additional dates may be added if needed
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2. Shack Cleaning

- Significant sanitation issues (mouse residue, buildup)

Decision:

- Hire professional cleaners (~\$300 estimate)
 - Brittany to obtain quote
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3. Inventory & Organization

- Full reorganization required after initial cleanup
 - Volunteer lead assigned to Anissa
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4. Mulch Plan

- Source from Shady Brook Farm

- Deliver to tarp → distribute via volunteers
 - After first cleanup day
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5. Clearances

- Required:
 - PA Child Abuse Clearance
 - PA Background Check
 - New hires → renewal required ASAP
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6. Staff Training

- Opening Day: May 23

Training Dates:

- Thursday, May 14 (5–8 PM)
 - Sunday, May 17 (1–4 PM – rain date)
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7. Party Operations

- Headcount required 24 hours prior
 - Wristband system for tracking
 - Invoice system (deposit + final payment)
 - Credit cards now accepted onsite
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8. Easter Egg Event & Candy Logistics

- ~11–12 orders currently

Logistics:

- Candy pickup before April 4
- Deliver after 8 PM (low visibility)
- Lead delivery- Brittany and Sarah

- Sara and Anissa will also assist for delivery
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9. Marketing & Sponsorship Outreach

- Brochures being finalized and prepared for distribution

Sponsorship Strategy

- \$25 gift certificate outreach continues
- Sponsorship packages included on outreach letters
- Volunteers should actively promote sponsorships

Goal:

- Increase business variety (beyond current restaurant sponsor)
 - Sponsor ads to be displayed on club fence
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10. Employee Tracking & Payroll System

New centralized system required

Data fields:

- Name, DOB, address
- Email, phone
- Clearance status
- Work eligibility

Required forms:

- I-9, W-4, ACH
- Pay rate acknowledgment (new)

Timeline:

- Target: before season start (~1 month setup)
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11. Staff Communication & Scheduling

- Create group chat for fast communication
 - Track staff vacation schedules early
 - Scheduling system to be reactivated immediately
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12. Sponsorship & Vendor Opportunities

- Contact plumbers for facility issues
 - Explore sponsorship opportunities during outreach
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13. Facilities & Maintenance Updates

Completed

- Trees completed
- Railings repaired

Pool Work

- 165,000 gallons drained
- Rail system redesigned (apron-mounted)

Reminder:

- Enforce **no hanging on rails**

Ongoing Issues

- Heater malfunction
 - Kiddie pool valve rusted → likely replacement
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14. Bathroom Improvements

Men's Bathroom (Priority)

- Poor condition:
 - Drain not functioning
 - Sloped floor

- Difficult cleaning process
- Odor issues
- Has not been repainted

Plan:

- Assess plumbing repair
- Consider repainting (possible volunteer task)
- Evaluate flooring improvements

Women's Bathroom

- Recently updated and in good condition
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15. Additional Maintenance Projects

- Fence replacement:
 - Prefer metal fencing
 - Follow up with Sean
 - Potential labor-for-maintenance-credit arrangement
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16. Financial Overview

- Membership: \$12,529.86
- Maintenance: \$5,525.02
- Bonds: \$17,300.10

Total: ~\$35,000

17. Financial Strategy

- Goal: Reach ~\$21,000 in bonds → eliminate deficit

Future priorities:

1. Stabilize bonds
2. Plan for pool plastering (~\$65,000 estimate)

18. Operational Policies & Reminders

- **All individuals entering property must be on the approved list**
 - Reinforce strict adherence for safety and liability
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19. Security & Communications

- Identified scam email regarding “O’Neal”
 - **Do not respond**
 - Alert team to ignore similar messages
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20. Technology & Equipment (Square + Devices)

- No need to purchase new equipment immediately

Plan:

- Use existing/old devices:
 - iPhone, iPad, or similar smartphone
- Test setup before investing in new hardware

Considerations:

- Battery life concerns with older devices
 - Option to:
 - Plug in devices during use
 - Trial system before purchasing replacements
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21. Concessions / Snack Expansion

- Explore new snack options for shack

Ideas:

- Healthier options:

- Pre-packaged apple slices
 - Carrots
 - Applesauce pouches
 - Granola bars
- Kid-friendly items:
 - Frozen Go-Gurt
 - Frozen treats

Plan:

- Gather input from staff
 - Pilot items and evaluate sales
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22. Access & Keys

- Keys distributed and accounted for
- No immediate need to change locks

Discussion:

- Consideration of keypad entry system
 - Pros: convenience
 - Cons: security concerns, code sharing, frequent updates
 - Decision: **Continue with physical keys for now**
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23. Volunteer Coordination

- Volunteers may pick up materials/folders as needed
 - Coordination for access to property during cleanup days
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24. Final Notes

- Strong readiness to begin once:
 - Employee list finalized
 - Payroll setup initiated
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25. Key Action Items

- Brittany: Obtain shack cleaning quote
 - Sara & Anissa: Complete clearances
 - Brittany & William: Collect all employee emails and contact info
 - Brittany: Launch payroll system
 - William: Track staff availability/vacations
 - Wanda: Promote sponsorship packages during outreach
 - Wanda: Contact plumbers (and explore sponsorship)
 - Wanda: Evaluate boys' bathroom improvements
 - Wanda: Follow up on fencing
 - Brittany: Schedule mulch delivery
 - Wanda: Monitor Easter event logistics
 - Brittany: Test Square device setup
 - William: Gather snack ideas from staff
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26. Adjournment

- Meeting concluded with agreement to proceed on outlined action items
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