

TREEVIEW SWIM CLUB

Board Meeting Minutes

July 15, 2021

Roll Call/Attendees:

Sandra Hurtado, President
Cecilia Miskic, Vice President (Absent)
Angela Baca, Treasurer
Joane Moore, Board Member
Bonnie Belfrey, Board Member
Gary Guzman, Board Member
Melissa Camacho, Board Member
Nico Azizian, Board Member
Sandra Navarro, Member
Mimi Baur, Member
Diana Soto, Member
Jon Jelonek, Member
Beverly Irizarry, Member
Alletla Kerlin, Member
Theresa Ribeiro, Member
Dorothy Lee-Jelonek, Member
Jacqueline Lee-Jelonek, Lifeguard

Before the official start of the meeting, Mimi Bauer, a past Board President, introduced herself and shared that she has a lot of institutional history and is willing to function as a mentor/advisor to the board.

Approval of Minutes: No prior Board Minutes to approve - Notes from the last meeting were not taken.

BOARD BUSINESS - AGENDA

- I. **Secretary Position** - There is a vacancy for the secretary position on the board. As of yet, no one has volunteered from the board members so there is a need for a secretary to take minutes. In the meantime, member Sandra Navarro has volunteered as a secretary. The need to post meeting minutes was discussed so members can stay informed about the operations of the pool. Mimi Bauer stated that every member should be given a copy of the minutes. Draft minutes should be shared with members via email,

posted in the pool bulletin, and/or website. It was agreed that a draft version of the minutes could be shared.

II. Transfer Banking Powers to Board President - President, Sandra Hurtado expressed that she needs banking powers to be transferred to her. In the bylaws it is stated that the new president must be transferred these powers. Sandra Hurtado has been in the position of President for over 1 year and has yet to go and be authorized to conduct banking business on behalf of the Swim Club. It has been recommended before the next meeting of the executive board (President, VP, secretary/treasurer) go to the bank to authorize her to make banking transactions.

III. Agree on Board Meeting Schedule for current season

- a. Regular Board Meetings to take place on the first Tuesday of each month at 7pm.
- b. Schedule the annual end of season membership meeting. There was a discussion of having it either at the end of the swim season in October or in early January. It was suggested by treasurer Angela Baca that it should coincide when she can give a final treasurer report.
A motion was made and passed to have the End of Season Membership Meeting in January 2022.

IV. Introduce New Form for Spending Requests - [\(hyperlink Spending Request Form here\)](#)

Sandy Hurtado introduced a new form to formally request money that will require approval from the board. It was discussed when there is a project improvement there should be three estimates for projects. Moving forward, this form will be used.

V. Treasurer Report & Budget Updates [\(hyperlink budget report here\)](#)

- A Budget Report was presented by treasurer, Angela Baca to the board and members.
- Donations - Joanne stated that she would work on seeking out more donations.
- Membership Revenue -
 - Cancellations - to cancel the membership you must present the list and be approved by the board meeting. A Cancellation process needs to be established. A board member needs to be designated to be in charge system membership
 - Overdue memberships need attention, board members have been calling to follow-up with members to continue with their financial commitments to pay.
- Check Authorizations - Every check needs to have two signatures. So far, the bank has processed with one signature.
- Aerobics Instructor - How is Peggy being paid? - Cash, not from the membership money
- Snack Bar - as long as there's no cooking and only preparing packaged goods there shouldn't be a problem as far as we know. There should be a line item of the snack bar to see expenses / profit on the report. We should be fine.
- Wish List - volunteer, Nico, was enthusiastically in support of purchasing a riding lawnmower for \$1,000.

VI. Swim Lessons

- Jacqueline shared that there was an interest in having group lessons for beginners but that this isn't realistic because of time and shortage of lifeguard availability.
- Group Lessons - Provides less revenue than individual lessons. Individual lessons are more profitable. It was also shared that there must be a lifeguard on duty while lessons take place which adds to the cost of having group lessons. .

VII. Lifeguard Duties

- Set-Up the Pool , open the emergency gate, but the primary responsibility is the security of the patrons to make sure there aren't any hazardous
- Secondary responsibilities: signing up new members, sign-in daily patrons, snack bar,
- 15 minute shifts (off/on the chair) allows guards to hydrate and remain rested from the sun. There's a clarification that this shouldn't not be considered a break to go into the office. Official breaks should be 15 minutes each hour.
- If time is permitted, then other pool maintenance, facility clean-up.
- WE (Life guards) DON'T do lawn mowing, trimming hedges, etc.
- It was suggested that Labor Laws should be posted. Angela Baca agreed to place an order and post them.

VIII. Pool Maintenance

- A. Pump Repair - A motion to buy a second pump (approximately \$400+) was approved by the majority of the board members.
- B. Fence Repair - If the board can wait, Juan, a wonderful volunteer, can help once he completes his current landscaping job. If the posts can be placed, then Mimi B's husband can possibly help.
- C. Palm Tree - Lights need to be given to ArborTech and coordinate a time to install.
- D. Bathroom Repair - Money should be put aside to renovate the bathrooms besides replacing just replacing the toilet. It was discussed that the bathrooms need to be ADA compliant. It was suggested to earmark money to work towards this. In the past there was an estimate of \$20K. Additionally, it was questioned if the showers are necessary. Possibly, put an outside shower instead. It was suggested that the board contact someone at the City, Alex Amari before he retires to consider ways to save water. It would be worth pursuing this with the City.

IX. Movie Night Discussion:

- A. Should there be one in late July and/or August?
NHUSD back to school is August 11th, so it was suggested that it be at the beginning of August, possibly August 7th. Someone questioned why it had to be around school opening. July is too soon, prefer August / September. The entry "charge" should be a donation. No decision was made as to when the next movie night would take place.

X. Other Business

A. Pool Hours - Once school opens again, it was suggested that the pool should be open after 3:30pm. However, this will largely be dependent on guard availability. Jaqueline will inquire about guard availability. It will be played by ear.

B. Party Request

- Party Request for 50 swimmers between 7:30 - 9:30pm. Must end by 10pm. This would require after hours arrangements between pool and lifeguards. At what rate would Jacqui be paid?
- Party Request: Logan Water Polo team is requesting a party Friday Night - 5-8pm (1 hour) they won't be in the pool. The party is fine with sharing space while there's water aerobics.

C. Membership

- Membership trade between landscaping service and a membership was discussed. Additionally, if the board members could also benefit from trading their "labor" for a discounted/free membership? In the past, Board members were given a 20% discount in their membership.
- Vote in New Members: A motion was made to approve the following new members. Congrats!
 1. Jose Villanueva #95
 2. David Lajoie #96
 3. Melissa Flushman #97
 4. Angela Bowe #98
 5. Bobbi Jean Crudo #99
 6. Rita Quinton #100
 7. Elizabeth Siqueiros #101
 8. Jim Mc Adam #102
 9. Joel Hanegbi #103

Meeting was adjourned at around 9:30pm

Kindly submitted by Sandra Navarro, volunteer secretary.