

**Prince George's Swimming Pool, Inc.**  
**Board Meeting**  
**MINUTES: February 09, 2014**

**Present:** Mary Melchior, David McCandlish, DJ Nolan, Stacy Smith, Chris Goff, Mic Byrne, Marvin Russell, Dennis Alexander, Pat Houston.

**Apologies:** Colin Strauss-Riggs, Emily Wurth, Don Stewart, Chris Gowen.

**Absent:** Dave DeRosa, Andrew Farrington, Chuck Thies.

**Also Present:** Michelle Vassallo, Melissa Thomas.

## **MMA**

- Protocol for Camps SS
- Progress on Improvements to the Database TR
- Lighthouse: We need to ensure that they complete the ladder work; the guard shack needs to be cleaned and tidied; we need to discuss their plans for the repairs we need to carry out. SS
- Chuck will investigate new guard chairs and cushioning the seats. CT

## **COMMITTEE REPORTS**

### **Board**

- The Board discussed the latest updates to the Operations Manual. There was some concern that it was too detailed and a suggestion that the entire document should be made public. Board members should review it again for the former concern, and ensure that all protocols that affect members are also included on our website. DJN will remove the non-essential items from the Operations Manual. There was no agreement that the entire document should be made public.
- A proposal to increase out insurance coverage was tabled. EW (for future agenda)
- DMc raised a suggestion we testify re raising the minimum wage before a MD legislative committee in Annapolis. Timing didn't work for anybody, but we will ask Bruce if he wants to do it. Noted

### **Capital Improvements**

- The board discussed and approved a proposal to erect a new shelter in the area where the smoker is currently situated. As outlined, the expected cost would be up to \$40,000. Michelle, Mic and DJ to propose exact size and cost to next meeting.

### **Communications**

#### **Co-op**

- We need to discuss the purchase of materials for workdays. EW (for future agenda)

#### **Events**

- DdeR to present an outline of musical plans for the 2014 season to the next meeting.

#### **Finance**

- DaveMc presented the latest Financial Report. Our request for a line of credit (\$50,000) was approved by the bank. Noted

#### **Five-Year Plan**

- The board discussed a couple of possible Vision Statements. Mic's version will be word-smithed and passed back to the board for approval. DJN

## Grounds

- Comcast were rumbled by DMc for illegally digging in our front yard. We will ask them for an apology and to plant a tree as a reminder that the concept of private property still exists. DMc.

## Membership

- We will open on March 15 to rejoining members and then move to the top of the waiting list on April 16. DA
- Returning members, Johanna and Warren Pohlsenberg, requested to be allowed to rejoin as they had gone overseas before we had a waiting list in place. Agreed. While we will review future requests on a case-by-case basis, as a guideline the returning member had to have been a member in good standing in at least one of the last two years before we reached the membership cap and has to have been out of the area since then. Board
- We will investigate the fee for refunding co-op deposits directly to a credit card. DMc/TR
- DJN to reach out to MaryBeth Shea re contacting non-email-using members re rejoining.
- All board members to submit a list of names to Dennis by February 28 of those who should be exempt from paying the co-op fee up front.

## Physical Plant

- DJN will ask Joe Kelly to move outdoor shower (where do we want it to go?) and install a lower urinal for toddlers in the men's room.

## Pool Management

## Welcoming

## Future Meetings

- Meeting Dates: March 16 @ 4pm; April 27 @ 4pm; April 10 @ ??

## Future Agenda Items:

- Preseason Workdays/List of tasks to be completed. First Workday should be March 22.
- Children of current members becoming members in their own right
- Some memberships include a parent as a babysitter. We will monitor and reassess this loophole at the end of the season.
- Improvements to the party form
- Adverse Possession
- PG Pool Buck Cards for Guest Fees
- Eco-Spraying the Flies

## **Prince George's Swimming Pool, Inc.**

### **Board Meeting**

#### **MINUTES: March 16, 2014**

Present: DJ Nolan, Dave Derosa, Chris Goff, Melissa Thomas, Mary Melchior, Marvin Russell, Dennis Alexander, Colin Strauss-Riggs, Stacy Smith, Guiseppe Cimino, Emily Wurth

Apologies/Absent: Pat Houston, Chuck Thies, Chris Gowan, Don Stewart, Andrew Farrington, Mic Byrne, David McCandlish

#### Contract with Lighthouse

- Bruce and Stacy have a contract
- Budget for hours and pay for them. If you have too many hours, you pay less, but if you need extra hours, you pay a premium on the extra hours needed.
- We are working to closer to the expected hours that we have been paying, but it's all about weather so it's hard to predict how many hours we need a week.
- George is serving as the head manager this year. Malka is not coming back.
- Cece will be head guard – train to be assistant manager, then head manager etc.
- Will have fewer guards on duty in June.
- Extending the pool hours on Friday night and Saturday night
- Will send contract around to the board before we sign it

#### Contract with Orchid

- DJ Sent out copies of it.
- We agree to hosting and payment processing.
- 15 hours of support work section we do not agree to
  - o May not need the hours every year so we would prefer to play it by ear
  - o Tanya will be doing co-op hours - 5 hours and then we will go from there
  - o We will ask Orchid to give us an hourly rate. Would like the member support hourly wage/agreement locked down for 2014.
  - o We would like to review this at the end of the season.
- Tanya is no longer on the board, so we took advantage of her advice frequently on the board
- Will pay Orchid for off season work as soon as we have the money
- Everything else seems reasonable
- Manage support for members for the system- should go to a coop volunteer and not to Orchid – should save a lot of time.
- We would like to discuss a renewal of the contract each year.
- Members will not be concerned – should let them know that we are professionalizing the database service that was being provided by a board member
- Photo issue – should see if we can get someone else to handle that issue as a coop job.
- Want Tanya to focus her support on issues that a non-savvy person can do

- Colin and Dennis are handling issues related to membership

#### Landscaping Contract

- \$250 in season mowing is the price this year
- \$150 out of season mowing – requested that we do not put tables on the grass until very beginning of the season
- Last year was \$4,200, this year it will be more like \$5,200
- Request for bug spraying was discussed
  - o We decided to wait to see if it's a serious problem
  - o Would opt to use a non-toxic spraying if it's needed for the flies.

#### Grass

- Put down seed as soon as we can
- Don't cut when it's wet
- Want to be sure to turn off the sprinkler system the day when they cut
- Need to make sure the mowers know to put the tables down off the wheels. Also can ask the guards to do this.
- Not going to use the yellow tape to block off new grass anymore.
- Discussion of Gary's advice to use herbicide. Elected not to use herbicide.

#### Playground installations – happening before the beginning of the year

- Waiting for the snow to stop
- Hope to have it installed shortly after this.

#### Shelter -

- \$13,000 first estimate
- May get a cheaper bid, so we will go with the cheaper bid
- Going where the smoker is
- Will be a stand alone
- Will install once we have the money

#### Workday Schedule/Task List

- Board member or two at each workday
- Co-op volunteer to manage workers
- Clear set of tasks ahead of time sent to the list – people signed up for tasks
- Typically 20 - 30 people/workday – enough to manage
- Need board members for workday
- List of Co-op jobs – need to attach co – op jobs to workdays
- Pre-season task list – google doc
- Having a short orientation to where things are for new board members to help run a workday
- Also can try to get better about finding permanent places for things so that it's easier to find things as we are doing workdays

- Set up a google doc for board members to sign up for workdays (Emily)
  - o Chris Goff- April 5
  - o Dave –May 4
  - o Emily – March 29
  - o Marvin – April 12
  - o Stacy – May 10

#### Financial Report

- 60 renewed members already
- Just sent out email and posted on Facebook etc.

#### Lap swim equipment

- We have trouble with the use of the pool from 5-8 pm because deep end lanes are used for swim team, swim lessons use the lap lane and lap swimmers also want to use it.
- Turn masters- solves a problem for lap swimmers, and swim lessons by providing a turning surface. We can make the late 25 yards for lap swimmers. The turn masters may be usable for swim team as well.
- Recommend buying two turn masters. Swim team will pay for part of them.

#### Toddler Swim and Lap Swim Weekday Only Memberships

- Proposal for toddler swim and lap swim only memberships
- We are going to talk to Tanya about how much this would be administratively, but we support having the pool used by more people, so we are leaning towards offering them this year and seeing how it goes.

#### Events

- Booking bands this year two bands two days in a row
- Lonnie is booking them
  - o June 15<sup>th</sup> and 16<sup>th</sup>
  - o Poolapalooza –
  - o Countdown to the Splashdown – June 17
  - o Joe Atkins shopping for sound system
  - o Wanting to show films and World Cup
  - o Lockable cage for the office needed – Dave can find one to use

Joe's Movement Emporium to use pool for summer camp. Will reach out to Peace Camp and Dance Camp – St. Anthony's. - Will have signed forms and medical forms

#### Upcoming Board Meetings:

April 27 – 4pm at the pool

May 17 at 3pm at the pool (before Countdown to Splashdown)

June 1 – Second Saturday of the season is first biweekly meeting.

# Prince George's Swimming Pool, Inc.

## Board Meeting

**MINUTES: April 27, 2013**

Regrets: Colin, Mic

In attendance: Dave M., Stacy, Pat, DJ, Chuck, Chris Goff, Dave D., Marvin, Emily, Melissa, Andy, Chris Gown, Mary, Dennis, Don

Next Meeting: May 17 at 3pm (right before Countdown to Splashdown)

Agenda:

### Management

- Contract changes made by Stacy and will be printed and signed this week
  - Pools drained and cleaned, lights burned out and need to be replaced, coil problem in one of the machines. Will schedule inspection.
  - Bruce doing group interviews and trainings will start soon, Stacy will attend some of the trainings
  - Swim lessons update in May
  - Extended Friday night pool hours until 10:30
  - Big cost to keep pool open longer (\$1000/day) plus few hundred dollars for a cleaning, plus utilities so will likely not do that this year.
  - Invoiced for first installment (\$6,000). Dave will process payment.
  - Marvin has a letter from health department – will give to Bruce today
  - Morning swim practices from 9-11 after lap swim this year to reduce number of people in the evening for swim practice – so will either reduce number of lanes or the time for the swim practice.

### Membership

- 36 slots left and waiting to hear from them until May 1
- 962 people on waiting list
- 8 coop refund requests thus far
- 7 or 8 pay by checks only – no big deal with that change
- Will send out a note to people further down the waiting list
- Will send an email out about August membership

### Things to buy:

- Ten new picnic tables/Wheels for said tables plus a few extras (10 for \$265.00)
  - Paint the bottom of the tables including the bottom of the legs
- Enameling Men's Urinals
  - Paint urinals
- Switching out two toilets for toddler sized ones (\$1,000)
- New Umbrellas (waiting on a price) – need 15 new umbrellas for \$320 each
- Sign at end of parking lot?

- Salvage the one outside but will not replace
- Get the sign taken in on a workday and preserve the existing sign
- Put numeric address on the front side of the building for emergency purposes
- Replacing (3x) the old signs (\$350)
- Shower gel/shampoo & conditioner dispensers – get industrial strength dispensers—two or three in each room. Buy big bulk of shampoo etc. – lifeguards will refill
- Board Photos on the Board – please bring your picture for the board and either put it on the board or give it to Emily
- Fence – put a proper fence by the dumpster – and then a four foot wooden fence by baby pool house. Put a fence behind dump house to block junk behind it. Move gate by the kiddie pool (\$3,985).
- Concrete pads for bikes and dumpster (\$6,000)
  - Need two bike racks in concrete so that extra cost around \$1,200 estimated
- New tables for Toddler Pool Deck: We prefer the bench style. Will buy four (\$400) \$100.00 each (buy four)

Features: Easy one-person conversion from bench to table in seconds; Durable, weather-resistant simulated wood; Ultra stable in both positions; The beauty of wood without the maintenance; Slats allow for quick water drainage; Powder-coated steel frame; Two convertible benches (sold individually) can be placed together to create a full-size picnic table; Easy access in and out of seating area; Dimensions: Seat height 18.88"; Seat width 14.25"; Seat length 55.5"; Seat back/table width 14.25"

#### **Trash contract**

- Start next week and start recycling just after Countdown to Splashdown
- Jim Groves will present a plan for compost

#### **Other items:**

- Alternative location for Lost & Found – open to suggestions
- Gary will have 12 ft. sandbox ready for sand delivery (\$1,000 budget)
  - Water available from an irrigation system for that play area.
- Sand delivery for sandbox – Chuck on call to accept it
- Sand delivery for the playground – expecting to see contractor this coming week to build it
  - Black timbers- plastic sent around the outside
  - Contractor supposed to be here on Tuesday – will confirm tomorrow
  - High end sand in playbox and playground and not in volleyball court

#### **Email for one-time special skills coop jobs:**

- Landscape gardener for grading
- Drill press for umbrella holders
- Masonry
- Events email from Dave : July 4<sup>th</sup>, Tent nights, Movie nights etc.

#### **Events**

- Lonnie booking bands
- Dot will do Poolapalooza (July 26)
- Locker in office now – Joe replacing sound board (\$1,200)

- Food trucks again – trying to get one every Saturday night
  - Sunday evening bands—trying to get a food truck here

### **Five Year Plan**

- May 31, June 1 Members meeting– will present five year plan, ask for feedback, vote at end of season
- DJ working on the history of the pool
- Send around a plan for the next board meeting or after that
- Name change?
- Increasing diversity of the board a priority

## Prince George's Swimming Pool, Inc.

### Board Meeting

May 17, 2014

In attendance: DJ, Andrew, Dave, Chuck, Mary, Stacy, Melissa, Dennis, Marvin, Chris Gowen, Emily

Apologies: Chris Goff, Colin, Don, Dave M., Mic

#### Levee project

- Area on our property is an easement and they can use it at any time
- Expecting to take property all around the fire pit and use the alley as well
- They claim they will come in Sept to Oct in 2015 and return in a pristine state in 2016. This is the best case scenario and we are skeptical
- They plan to use overflow parking lot as staging area
- We discussed trying to negotiate to permanently get the overflow area because the land is managed by the same authority. **Chris Gowen is researching this.**
- Also possible get new driveway. Knock down fence and rebuild it
- Get money for rent
- Could delay in courts forever
- Next we will hear from appraisal. **DJ will keep us all updated.**
- Levee project will delay us presenting the five- year plan to the membership because so much is dependent on this.

#### Swim Team Finances

- Board voted to add the Swim team budget as a line item of the PG Pool budget  
Finance team can figure out the details of how to do this

#### Camps

- We need to have a written contract for every camp --no exceptions  
Need waivers etc. **Please direct any camp inquiries to Stacy.**
- Joe's is the only camp we know of so far. Stacy plans to do training of Joe's staff this year.

#### Opening

- Most umbrella holders in
- Kitchen cleaned
- Bathrooms set up
- **Please sign up for covering hours opening weekend - very important**
- **Dave M. and Tanya to test cash register before Friday**

#### Board Member Training

- Running a board workday to go over where things are and how to run in the future to help new board members
- Could also use a closing orientation
  - Keys
  - Lights
  - Paperwork/counting money
  - Emily to set up a google doc for closing**

### **Upgrades to grounds**

- Shade structure is due to be delivered the week of May 27
- Would like to get it up during the day that week while school is still in session
- Fencing is done (though Chuck needs to get the gate fixed on the side near the fire pit so it is a double not a single gate.
- Pavers in place
- Concrete pads installed for dumpster/bikes
- Finishing picnic tables tomorrow
- Fancy sand coming after playground and sandbox is done.
- Not sure if playground will be ready for opening—he is moving very slowly

### **Membership meeting Agenda**

- Levee
- Finance
- 5 year plan delay
- Improvements made
- Swim team finance into main pool finance  
Entered into contract with orchid

### **Action Steps:**

- **Dave M. and Tanya to test cash register before Friday.**
- **Emily to set up a google doc for closing for the year.**
- **Everyone please sign up for covering hours opening weekend -very important.**
- **DJ will keep us all updated on what he hears from appraisal regarding Levee.**
- **Chris Gowen is researching getting the overflow parking lot as part of the levee project.**

## Prince George's Swimming Pool, Inc.

### Board Meeting

May 31, 2014

Present: Chuck, Dave D., Pat, Marvin, Melissa, Don, Dave M., Chris Goff, DJ, Dennis, Andrew

Apologies: Mary, Emily, Colin

1. Opening weekend issues?
  - Men's shampoo etc. ran out
  - Cold showers
  - Weekend late night guard hours
  - New sign for outdoor shower
  - Couple of saves by guards (2 of them were the same kid)
2. Potential member meeting issues:
  - Announcements – volume and frequency: no announcing food; mic training for gate guards; potential walkie talkies for gate guards, life guards, managers?
  - Ice cream supplier inconsistency
  - Additional parties (>3/day)
3. Composting
  - Issue with size of the bin – will they be big enough? Especially for pizza boxes.
  - Keep pizza boxes out initially until we find out if we are using capacity
  - Placement of bins – outside fence by dumpster (will attract crowd who are into composting), also control for smell
  - Trial arrangement: 2 by dumpster, 1 by guard shack, 1 in back corner by mound/woodpile
  - Long-term – when purchasing new garbage bins, will need to buy color-coded cans for trash/recycling/compost
4. Walkway to toddler pool
  - Rug there for now, no complaints since then
  - Eventually put pavers in
5. Keys
  - New keys on tool room, will replace locks on kitchen, will cut new keys
  - Will have one key for padlocks, one key for locks on doors
6. We have business permit.
7. Miscellany
  - Shade structure – still need permit, install at end of season
  - Playground – sand delivered on Tuesday? (hopefully). New faucet for sand area.

**Prince George's Swimming Pool, Inc.**

**Board Meeting**

June 17, 2014

Present: DJ, Pat, Mic, Chuck, Dave D., Dennis, Chris Goff, Chris Gowen, Marvin, Dave McC, Andy, Colin

Regrets: Emily, Don, Stacy

*Finances:*

DJ – Breakout on physical plant? Shelter will deplete money. Still need to pay \$12Kish for shelter, \$8K for installation. No suggestions as of yet.

Chuck – Have we paid for playground? Dave McC – yes.

Kids love the playground! Sand for playground was much more expensive. Paid no more than what Progressive quoted (back in 2013).

Dave D: Expenses for ice cream and drinks included? Dave McC – mostly on credit cards, haven't been reconciled yet. DJ – paying ~\$800/wk for ice cream. Dave D: Island Style Ice Cream is in office freezer, paid \$98 for 49. Can't find key for freezer lock.

*PG Pool "Chamber of Commerce":*

At suggestion of Peter Gwynn (loan officer), wants to know if we want to set up something on the pool website where members can find local services/businesses offered by members. Willing to manage. No liability issues. If he's willing to keep up the website, all good. DJ will get him login for website, solicitations for site will go in newsletter, board will review before going live.

Along with website – John Clark has concerns about security of some website modules. Will talk to him and get him to make upgrades.

*Business license:*

Chris Gowen: Taken care of. Usually happens on Feb. 28, Town swears they sent registered letter. Cut it close, shouldn't happen again. Had to pay fine for late licensing. Set reminder in calendar to renew license.

*Post office:*

Dave McC: for post office, to retrieve mail, need specific names authorized to get mail. Moving that. Dave McCandlish, Marvin Russell, and Barbara Morris be "authorized agents" to access post office box. Seconded. Carries unanimously.

*Teen Liaison:*

Dave McC.: in conversation with parents, and overhearing conversations among teens, parents would like that teen concerns are heard. Teens seeing adversarial relationship with pool “authority” – see guards as having a “voice”. Ideas: teen member of board, committee for teen concerns, designated board member as teen advocate.

Andy: teens are pool members, can come to meetings. Andy happy to liaise.

DJ: by nature, relationship between teens and authority is often adversarial. Have asked Rita to be on board, but she never came, we survived. Should not have specialized constituencies on board – we represent the whole pool.

Dave D: No problem with either board liaison or teen board member (as long as they don't count for quorum). Concerned about how they have accountability structure.

Dennis: Allow ex-officio voice, can discuss issues, but not vote.

Chris Gowen: shouldn't have board member. Have a liaison.

Mic: have an issue with minors on board with financial, legal responsibilities and liabilities. No problem with liaison. Structured board meetings where members, including teens, can present concerns.

Chuck: Teens should organize themselves, need to be part of community in order to take part. Brings them into community if they feel they have a voice.

Pat: Need to figure out representative structure for teens.

Who wants to do it? Dave McC – he should be “conduit”, but teens should feel free to approach all board members.

### *PG Pool Swag*

PG Pool branded plastic wine glasses and magnetic beer cozies. Buy 50 each. Can sell at \$6/7, make money if we sell 70 items. Passes. Mic against.

### *Physical Plant:*

Our trash system a little disorganized – mobile cans, emptied 2-3 times a day (even when they're not full). Other pools have set trash areas with permanent trash cans. Something we should consider?

Need to rationalize, but not necessarily need more concrete. Trash further away, off grounds, is good. Better marked disposal cans will improve disposal.

DJ will put on agenda for 5 year planning meeting.

Rain barrels: Sometimes barrels overflow. What are we doing with the water? Do we even need them anymore? Can use collected water for sprinklers. Can also just get rid of them. Work well as cocktail tables. Can elevate tanks, water trees weekly, which will increase growth. Can use tanks as a foot rinse. Needs to be filtered, potable for human use – water can only be used for irrigation. Will be on future agenda to be sorted out.

Grill cleaning: two fires on grills. What are we doing to maintain grills. Manager has grill cleaning on agenda, needs to get employees on team so they can be trained to clean. Chris Goff will follow up with grill master about maintenance, need to put out call for co-op grill maintenance. Also need to have lessons on grill etiquette, disconnect side-burners (which was possible source of one fire). (Will check into disconnecting side burners).

Off-season task: re-level grill pads.

*Irrigation system and sod:*

Irrigation is, indeed, working. Don't use office as storage space for outdoor equipment/tools.

*Management/Swim Lessons*

Internet hoi polloi not happy that lessons fit their specific schedule, unhappy about coming 4 times a week. Have day and evening lessons available.

*Other issues:*

Heather Mizeur wants to visit pool on Saturday. She can come as guest, can meet with people. Cannot use public address/ have reserved lit table.

Can PA be reinstated for announcing guests? Many people have called, not reached members. Should make announcements for guest. Maintain ban on food announcements. Ask people to call members, but will announce after call.

Adjourned 7:58.

## **Prince George's Swimming Pool, Inc.**

### **Board Meeting**

July 10, 2014

#### - Facility review (DJ)

- A few large budget items in the review – We will review against budget at the end of July

#### Physical Plant (DJ)

- Grills – find out about our budgeting to see if we can buy a big industrial grill.
- Spigot by playground - close it down
- Shower in men's bathroom – hooks in the showers
- Toilet in women's room and urinal – Joe Kelly
- Lost and Found – put a bin with the day of week on it and after a week we will donate the items. This will keep it to a week supply of lost and found.

#### Finance report

- Signers for the PNC Checking Account: add Marvin and DJ, remove Don and RJ.
- Credit card – who should have one? How many?
- Dave M. will make a proposal for Signers and credit cards for next meeting (Dave)

#### Review of closing calendar (Emily)

- Ask Emily if you need a tutorial.
- Will print out month of July with name of closer and phone numbers

#### Donating Poolapalooza funds (Andrew)

- Not approved by the board because we need to earn back money on the event and would like to pay bands because many musicians need it. May make a different decision if in the future there is some cause within our membership.

#### Membership issues (DJ)

- We do not allow memberships to be transferred. If someone cancels membership then it goes to the first person on the waiting list.
- Houseguests can come to the pool alone but can't bring guests.
- August membership email will go out this week to the first 250 people on waitlist.
- 676 members at PG Pool– 2,400 individual members at the pool.

#### Management Issues

- Labor report out by Friday –
  - o We always go over a little bit but don't want to go over too much

- In a much better position this year than last year
- Doing really well with the guards – Stacy got on them about the water quality – drop water line and backwash and then add in new water – took them 1.5 weeks to get it right.
- Dropping the level and adding new water keeps the water clean
- Making money that we paid the guards
- Bruce and Ken have been here a lot./
- More CPR /safety checks– due diligence on this.

#### Swim Lessons

- Lighthouse built 3 platforms for us. Invested in the program. Not going to charge us for them.
- If we start making money on the swim lessons that will be good.
- All sessions are completely filled
- Don't have a 4<sup>th</sup> session scheduled – trying to get one in August
- Way more kids took lessons this year than last year

#### Chaise Lounges

- Found 80 for us – we paid for some and got some for free
- As the chairs break, he will replace straps in those colors

#### Ice Cream

- Pat is going to count ice cream—concerns about people not paying for ice cream
- Guards think they can get free ice cream and soda

#### More physical plant

- Line between the guard well and the pool – floater doesn't float (Dave M. to take care of it)
- Climbing wall is cracked.
- Lost a lot of picnic tables this year – lost 6 tables – working on rebuilding them

#### 5 year plan

- Draft plan will be added to financial plan
- There is a drawing that will be hung for members to see and a written report

#### Next Steps:

- **Dave M. to get a new floater line**
- **Pat is going to start inventorying ice cream**
- **DJ will revise 5 year plan**
- **Emily to give guards the closing schedule**
- **DJ will find bins for lost and found**
- **Dave M. will make a proposal for signers/credit card holders**
- **Close down spigot by playground and fix toilet – Joe Kelly?**

## **Prince George's Swimming Pool, Inc.**

### **Board Meeting**

#### **Minutes for July 23, 2014**

Regrets: Stacy, Colin, Don W., Chuck

Present: DJ, Chris Goff, Dennis, Pat, Mary, Marvin, Andrew, Mic, Chris Gowen, Dave M., Dave D.

- Five year plan update
  - o Draft at the end of next week. DJ, Mic and Dave M. are writing it up

#### **Finances:**

- Finance report - 5 year plan committee
- Should think about putting in a floor – trex decking \$10,000 to go under the pavilion.
- 34 August memberships (half price – no co-op fee)
- Harder to project in the middle of the season – easier in September/October
- We decided not to add a depositor because we have Pat and Dave M. and Marvin are back ups
- \$550 swim team shade structure – asking \$225 for shade structures for pool to share the total amount.
- **REMINDER: Any unbudgeted expenditure over \$100 needs to go through a board process**
- 4 umbrella tops in office frames broke. Offering to sell us umbrellas for \$160 each.
- Natalie Co-oper Berthe now cuts checks for co-op refunds

#### **Physical Plant/Grounds:**

- Lost and Found - new policy in evolution, may have teething problems, already looks better – need to get trash cans replaced with non-trash cans tonight (Chris Gowen) – towels and clothing are the problems not small things like goggles etc.
- Toddler Pool gates - nothing was done properly – no closers on fences and not a saloon style gate. Not happy with Metro Fence. Need to either get them to do what we want them to do or find a new company (Chuck)
- Blue bonnet ice cream not good quality – Berliner took over Briggs

#### **Closing:**

- Closing calendar for August – want to get them scheduled for August before I go on vacation.

## **Co-op:**

Greetings. I would like to recommend to the board for discussion the proposition that everyone pay their co-op fee upfront next year, even if they're repeating their job from the year before. I've had a couple of soda stockers who haven't been as diligent as they might have been had they been worried about not getting their co-op money back. Both the soda fridge and the soda shelves were just about empty at closing tonight. I sent the current volunteer an email asking her to refill tomorrow morning, but if that doesn't happen I'll likely have to make a soda run myself. Which isn't the end of the world (a plane I was on didn't get shot out of the sky or anything), but mildly annoying nonetheless... and not fair to those stockers who actually have been doing their job with rigor.

**\*Be more careful about list of people who did not pay up front co-op hours. Have a board member on the list who is responsible for it. Then the next year they won't be eligible to forgo paying the co-op fee.**

Co-op hours: DJ said it might be possible to get co-op hours for the amount of time that I'd spent cleaning the kitchen (probably 3-4 hours in June and July), plus Frank (spousal unit) has been cleaning (scrubbing) the grills (probably 6+ hours so far). Now, I've taken on the task of cutting the co-op refund checks, which will also yield plenty of time (about 6 hours so far). In years past, we were allowed to "share" leftover co-op hours with others. Is this still an option? Frankly, in a couple weeks, we're going to owe some friends about \$400 for the vacation we're going on, so I'd love to pay them back via co-op hours. Plus there's another friend—a single mom—who needs one more hour. Can we give away these hours so that they can get their refunds? I know someone suggested applying hours to future years co-op refunds, but I think even with giving away 11 hours, we'll be covered for the next decade."

A) Transferring co-op hours has been done in the past, but for people donating hours to those that cannot complete their allotment (elderly, sick, etc...)

B) As a general rule transferring co-op hours would be unwise, a headache and against community spirit. For this specific couple they are putting in a lot of work for the pool and I can see reasons for an exception being made.

**\*No we think this opens a huge can of worms and will be a logistical problem.**

**Think about getting a Costco card for the pool. Get a gift card for sodas from Costco. Would need to save receipts. Dennis will look into this in the off season.**

## **Next steps:**

- Dennis will look into Costco gift cards in the off season
- Chris Gowen will change the bins for Lost & Found
- Chuck to talk to DJ about getting gates repaired

**Prince George's Swimming Pool, Inc.**  
**Board Meeting**  
**Minutes August 23, 2014**

Present: Dave M., Melissa, DJ, Stacy, Pat, Dave D., Don, Chuck, Emily

Absent/regrets: Andrew, Marvin, Chris Goff, Chris Gowen, Mary, Mic, Colin, Dennis

- We need at least one person to close the pool every Saturday in September. It can stay open from 4-8 or 4-9
- DJ, Melissa, Chris G. (via email) and Chuck signed up. You can pick your actual Saturday on the Google calendar. Carry trash to dumpsters and we will have them pick it up.
- Need workdays in October. Let us know if you are interested in running one.
- Oktoberfest is October 4th. Will have the trash pick-up afterwards.

Elections:

- DJ will continue as President
  - Don is stepping down and Chris G. will take over as Vice President
  - Dave M stepping down and Marvin will take over as Treasurer
  - Emily will continue as Secretary
- Next meeting is September 13 at 3pm. Please send me agenda items.

# **Prince George's Swimming Pool, Inc.**

## **Board Meeting**

### **Minutes: September 13, 2014**

Present: Melissa, Mary, DJ, Dave M., Emily, Marvin, Dennis, Chuck, Andrew, Dave D.

Regrets: Stacy, Chris Goff, Chris Gowen, Mic, Don, Colin, Pat

- Debrief of the season
  - o Very good season overall
  - o Got a bit raggedy toward the end – missed a mowing etc.
  - o Supplies issues at the end – toilet paper, propane, didn't have supplies in place at the beginning and end of the season – start getting supplies in earlier in opening and access what is needed in mid August
  - o People liked the shampoo and conditioner
  - o Staff complaining that there were not enough people on the ground
    - George did not always follow up if people did not show up for work
    - 3 phone calls at 6:35am about why the pool was no open –staff late or did not show up – need to pass on that the president got called when they were late
  - o Complaints – lap lanes, swim lessons, broken tables, grills
  - o Back up list of closers and trying to get a full calendar for closers
  - o Trying to get commercial grills for next year
    - Concern about burning through fuel because of the size of the commercial grills
    - Discussion of looking into natural gas line –converter for the grills
  - o Had 41 August members
    - Good to plan events for August members – movie nights/tent night etc.
  
- Oktoberfest
  - o Band that's playing Oktoberfest got rained out and may have more people
  - o Sending a note to people who signed up for workday to see if they want to help
  - o Left 25 tables out for it
  - o Can try to get people to help
  - o Have drinks that can be sold for Oktoberfest
  - o Need to buy ice for Oktoberfest
  
- Workday schedule and tasks
  - o DJ and Melissa ran workday with 48 people – very successful
  - o Almost everything on the list was done
  - o People worked incredibly hard
  - o Probably don't need another workday before Oktoberfest

#### Remaining work needed

- Bring in the rest of tables
- Take good parts of tables
- Kitchen needs another cleaning
  - Ice cream freezers cleaned
  - Fridges need to be cleaned out
  - Ice machine needs to be fixed – needs a new filter (May 2014 was date on it)
- Young trees need area around them reworked
- Workday the weekend after Oktoberfest – Melissa
  - Need back up tasks
  
- Shelter going in in the end of September but won't be ready for Oktoberfest
- Playground people bringing a new part that is hopefully more durable
  
- Next meeting
- No full board meeting in October
  - 5 year planning committee and finance committee will meet
- November meeting – November 16 at 4pm at DJ's house
  - Tasks to get done in pre-season

## **Prince George's Swimming Pool, Inc.**

### **Board Meeting**

**MINUTES: November 16, 2014**

Present: Don, Dennis, Dave D. Chris Goff, Chris Gowen, Mic, Mary, Stacy, Marvin, DJ, Chuck, Emily, Dave M.

Apologies: Andrew, Pat, Colin, Melissa

Absent: Nobody

#### Levee Update

- Get volunteer lawyers from the pool to help with the project.
- Gowen group has a firm grasp on where we are and believes we have a lot of leverage.
- Strong position to negotiate and let the county know on Tuesday at the meeting that we are not happy and that we have a lot of questions and that there will be serious amounts of discussion.
- Increase the in-season cost per foot of using the pool property to encourage them to do the construction out of season.
- Concern about the plumbing for the pool's location to the easement and potential damage done to it.
- Trying to determine which other parties are coming forward – talk to your networks.
- Delaying the work near the pool plumbing until at least September so that if damage is done, we have time to repair it before the beginning of the season.
- Tuesday meeting at 3:30 pm – DJ and Chris Gowen will attend
- Idea of forming a levee subcommittee, and a political subcommittee to try to convince the county to sell us the land for parking.

#### Contract Renewals

- o Orchid (expand to refunding co-op fees directly)
  - Refunding money directly to credit cards to remove the need for people to send checks etc.
  - Lap swim only membership and toddler school only membership – will cost \$450 for Orchid to do this and is probably worth it.
    - Guard will have to log lap swimmers in.
  - Orchid system is working well and we want to go with them next year.
- o Lighthouse (labor reports, approve preseason work, grills, lost and discarded)
  - We will go with them again.
  - Code of conduct (in writing) for guards and swim instructors for interacting with kids at the pool.
- o Landscaping (consistency) – generally do a fine job

- Pool manager should report on this. Missed some weeks and also did not always return tables to their location with the wheels down.
  - Will offer extra \$20 to come on Thursdays and to be sure to return the tables to the proper place.
- Dumpster – Consolidated Waste – continue with them

#### Governance

- Board Attendance
  - Board is too large – need to consider proper size of the board
  - Incumbent on board members to come to meetings when possible
  - Miss 3 meetings in a row even with written apologies either to an officer of the board or the board listserv – board can ask person to leave the board
  - Miss 2 meetings in a row without written apologies to an officer of the board or the board listserv – board can ask person to leave the board
  - Have non-board members on committees to get ideas of future board members
- Minutes and Matters Arising -- cover outstanding minuted items at the beginning of subsequent meetings.
- Board Pictures –requirement to have a photo (Stacy)

#### Finance/Admin

- Budget committee met and will be covered next meeting.
- Insurance Coverage –
  - Regular insurance is submitted already but have time to change it
  - Directors and Officers insurance – lots of questions outstanding but DJ and Chris will work on it
- Tax Return
  - Board should review the 990 tax return before it is filed.
- Check-Signing/Credit Card Holders (materials for workdays etc.)
  - Currently Dave Mc.
  - The Board voted to add DJ Nolan and Marvin to the list of those who can sign checks.
  - Marvin, DJ, Dave DeRosa should have a card
    - Need to track expenses and save the receipts

#### 5- Year Plan Committee

- Prioritization of the five-year plan
- CBS and Tom Kelly coming out to give estimates for the women's bathroom moving showers to the back and the fencing around the baby pool
- Shelter—they dug the footers—too soft on the footers – need soil sample done
- Get 55 grey gallon trash can and 44 gallon recycling (color coded) –buy six of each – they stay in place—do not get moved around

- Regular cans in kitchen and bathrooms
- Put them on pavers – pick a style of pavers and use the same look throughout.
- Chuck will price the stockade fence from the bathrooms to the dumpster to match the other fence.
- Will go to a vote for the member's meeting
- Need durable grills
- Sidewalk does not meet in the front

#### Membership &c.

- Donating Co-op Hours
  - The hours gained from seasonal jobs are not transferrable
  - Members have to indicate ahead of time that they are donating hours to someone else
  - Need to write a rule – in cases of hardship (DJ to draft for next meeting)
- Lap Swim and Toddler Swim Memberships – Next meeting

#### Next steps:

- DJ to reach out to landscaper and then Chuck will manage it during the season
- DJ will reach out to dumpster again
- DJ to draft rule on transferring co-op hours
- DJ will tell Tanya that we will renew contract with Orchid
- Stacy and Bruce are meeting next week and DJ wants to attend – will renew contract with Lighthouse
- Stacy will make the photos of board members happen next season
- DJ and Chris will reach out to the membership to seek pro bono lawyers for levee project
- DJ and Chris will review insurance contracts and finish them before Thanksgiving
- Dave M. will get credit cards for Marvin, Dave D., and DJ
- DJ and Chuck will meet with contractors to get estimates for toddler pool fencing and bathroom showers in the women's restroom
- Chuck will price stockade fence from bathrooms to the dumpster
- DJ to look at the sidewalk in the front

#### Next Meeting Agenda Items:

- Budget
- Co-op approval system – exemption list needs to be cut down significantly
- Review the 5 year plan
- Membership:
  - Camps etc.
  - Parents as Sitters
  - Co-op Exemption list
  - Party Form/Payments
- Children of members joining in their own right