

Prince George's Pool Board Meeting
MINUTES
February 7, 2009

Present: Whitney, Al, RJ, Becki, Don, Chip, DJ and Liz.

Apologies: Rebbie, Kathy, Melanie, Gary.

MMA

Finances

- The board voted to allow current officers of the board—and only current officers of the board—to have check-signing authority. Currently the officers are Whitney Watriss, Elizabeth Houston, Melanie Gugliuzza and David Nolan. The ceiling for one signatory was raised to \$2,000. (This will be internally monitored as the bank does not provide this checking system.)
- We need to refinance our loan, (it is at 7.375%). **Melanie/Whitney**
- Financial committee—As noted in the last minutes, the board decided to approve the setting up of a financial committee to review reports which will be distributed one week in advance of any meeting, prepare and track budget and bring problems to the attention of the board. Melanie will continue with membership and on back-up, Whitney Watriss will be one of two bookkeepers, Whitney Watriss and Elizabeth Houston will learn QuickBooks, Helen will provide back-up. The two bookkeepers will get invoices, pay bills, maintain books, QB data entry, reconcile bank account, manage bank accounts (\$\$\$ transfers into checking, etc.), membership \$\$\$ issues. The treasurer will take on more of a big picture role—help with budget, sources of additional income and cost savings, liaise with accountant, etc., ensure books ready for accountant for taxes, review tax returns.
- If the pool closes early and there is less than \$20 in the register and a board member cannot make it to cash out, the board decided to allow the manager take it home and add to the next day's receipts.
- Add to the budget: \$500 for sand; \$50 to repair riding mower; \$1,200 for baby pool in 3 years; new chlorinator: \$400; \$1,000 for legal fees for bylaws; printer/fax/copier/scanner for office; and a money counter.

Physical Plant

- **RJ** will look into rentals of water and ice cream machines. Other snacks put on hold the moment. **Gary** and Joe K will investigate the costs of a larger ice-making machine. **Becki** will investigate the costs of a larger freezer for ice cream. **Becki** will buy some new chairs and a file cabinet.
- **Gary** to present a list of preseason must-do major tasks including the fence with some funding estimates and a list of Work Days.
- The Board voted to redesignate the former Room of Requirement as a locked office for board use only.
- Trash: Jim Groves will oversee the new recycling and trash procedures. We will shift to Bates from the next season.

- Lighthouse to replace filters and chlorinator (\$400) in March. We need to investigate the drain in the baby pool.
- **RJ** to develop a list for a future electrician visit – floodlights, outlets in the kitchen, lights in the men’s and ladies bath houses/kitchen ventilation/Do we need to upgrade the wiring in kitchen/where should we best locate the vending machines.
- Playground equipment HELD OVER.
- Check with David Hiles re preseason lawnmower maintenance. **GARY**

Pool Management

- We need to sign the contract. **Chip**
- Update manual for LH and board. **DN/WW**
- Bye-law revisions: Bylaw revisions for May membership meeting: amount requiring two signatures, authority of the Exec. Comm. and when it can act, registered agent; Emergency Authority of the Board; we also agreed to propose an increase in the number of possible board members to 21, with quorum of 7 at a meeting. **DN** lo liaise with lawyer.
- PJ resigned from the Board.

Communication/Publicity

- **DN**: New Web site: Seasonal Jobs co-op jobs tab to be added.
- **DN** to send out note re new Web site e-newsletter and application by next week. Ask if anybody doesn’t have email access let me know.
- **DN**: E-letter to membership re forthcoming season by March 1.

Membership

- Camps next year HELD OVER/Chip
- Partial memberships – continue as we were.
- **RJ** to investigate whether accepting credit card payments for membership will be feasible. We will not accept cash payments for full memberships from now on.
- We need to look into integrating QuickBooks and membership databases. **Whitney**
- We would like to be able to update the status of the pool from the front desk using a password-protected internet access.
- Late co-op refund requests: After a request for more information, the board decided against offering any late refunds. **Becki**
- Rebbie will make a form for co-op hour registrations so that we know what hours people do. **Rebbie/Kathy**
- Application Form to be redone – Kristen working with Becki on this. **Becki** will rewrite the Membership Guidelines.

Next Meeting: March 8th at Liz’s house at 4PM.