

Town Creek Pool Board Meeting
February 28, 2016

Attendance: Amy, Laura, Pete, Steve

I. Treasurers report

A. Current Accounts:

1. PNC Checking:	\$6,163.17	Current balance
2. PNC MM Savings:	\$3,685.14	Current balance
3. Paypal:	<u>\$ 0.00</u>	Current balance
4. Total:	\$9,848.31	

B. All bills paid up including insurance. Next liability insurance bill expected in late spring. Still looking for insurance alternatives but staying with existing policy for now.

1. Workers comp paid ahead thru Oct '16. A rebate is expected due to fewer employees.

C. Paychex payroll service sent W-2 forms to all 2015 employees at a cost of about \$100 to us. We have a new Paychex account rep.

1. Direct deposit form of payment will be mandatory for all employees; requires a W-4 form, Paychex form, and cancelled check OR a form from the employee banking institution on letterhead, signed by a bank official, and containing the employee name, SSN/TIN, address, account number and routing number.

D. Bylaws currently require audit of books each year. Preferably done by 31 March. Possible individuals that could audit: Trish Post (audits PTA books); Nancy Montano; Renu Whiteside (PTA Treasurer). Follow-up on 4 March: Renu not available.

II. President's report

A. Letter to members was sent via email.

B. Amy spoke with PayPal about how to apply their fee. The only feasible way to recoup the PayPal fee is to add a surcharge to all payments done this way. Therefore a \$10 surcharge will be added to payments made via PayPal.

III. Operations & Maintenance

A. Peeling paint. No response from contractor. Only feasible choice is to fix it ourselves via light pressure washing and reapplication of paint.

B. A few tiles may also need to be re-secured.

C. Will soon be time to reach out to an opening coordinator. Brett Foster has remained involved in pool upkeep during the offseason. Board will approach Brett about being opening coordinator.

D. Discussed need for a dedicated 20 amp Ground Fault Circuit Interrupter (GFCI) protected circuit for the refrigerator, and adding GFCI protection to the circuit that powers other electronic devices in the pool office, such as the fan, phone etc.

E. Need to ensure the office phone works this season. Last season the service was still on vacation mode until July.

IV. Hiring

A. Discussed different options for structuring full time and part time shifts.

1. Would like to assign guards to permanent shifts (same shifts every week) as much as possible.

2. Part time guards would fill in gaps.

3. Maximum shift length will be a half day. Interview panel will ask guards for their availability.

4. Interviews will be conducted the weeks before and after Easter.

5. Given the limited number of shifts each week, this year the Board intends to hire a smaller staff than in past years to improve quality, continuity, and predictability. Those on the staff who have previously demonstrated or are likely to demonstrate qualities of high effectiveness, commitment

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and reliability can therefore be rewarded with more hours. Fewer employees will also result in a corresponding savings from the Paychex service.

V. Swim team report

- A. Discussed need for code of conduct.
- B. Discussed use of pool during swim team practice – have a lane available for member use.

VI. Meeting adjourned

- A. Next meeting: March 28, 2016
- B. Spring Shareholders meeting: Monday March 4, 2016