# Tecumseh Woods Board of Trustees

# Meeting Minutes

May 3, 2015

1. Call to order

President Jeff Lange called to order the regular meeting of the Tecumseh Woods Board at 7:00pm on May 3, 2015 at the TW Pool.

1. Roll call

 The following members were present: Jeff Lange, President; Curt South V.P.; Jeff Heath, Assist. Treasurer; Derek Casto, Maintenance; Jill Trevino, Secretary; Eddie Palmer, Board Member; Dawn Widney,Social Director/Public Relations; Emily Palmer, new Board Member; Andy Leininger, new Board Member; Andrew Lamphar, Pool Manager.

TW Members: Betsy South, Swim Team Coach

Absent: Kelly Meckstroth/Membership/H.R.; Sean Ford, new Board Member.

The minutes of the last meeting 4/16/15 were approved as written by all members via e-mail prior to this meeting.

1. Reports
2. President- Jeff began the meeting with the introduction of Andrew Lamphar, new Pool Manager for the 2015 swim season. Andrew was welcomed by the Board and discussion ensued regarding staffing and communication with the Board. An orientation for the new Life Guards will be coordinated between Andrew and the involved Board Members as soon as the new Life Guard selection has been completed. Aside from the basic physical responsibilities of everyday pool operation, the goal of the establishment and enforcement of expectations for the Guard positions will need to be communicated so that a level of consistency can be established from the beginning. Andrew expressed to the Board that consistency was something he viewed as lacking during his experience as a Guard last summer, and it is a goal he wants to accomplish as Pool Manager. The Board agrees with this goal and would like to see better development of the relationship between the Guards and the membership. The decision to hire fewer Guards and give them more work hours is one way of hopefully encouraging team building and more assistance to the Pool Manager. Kelly and Andrew are working on getting the slate of regular Guards finalized. We will continue to have a list of substitute Guards, but the hope is they will need to be utilized less this summer. Kris Stewart, TW Member indicated that she would be able to assist with Lifeguarding at the end of the season when Guards are leaving for school and the Piqua Pool season comes to a close. Jeff thanked the Board Members who have come out to help with getting the property ready for opening day. He is still working on getting the trees removed, Dave Brading, TW Member, has had difficulty lining up the sources he thought we would be able to use. Jeff will seek other possible resources so that this issue can be resolved prior to the opening of the pool. The trees which need to be removed are dead and pose a danger to either property or people if they fall which could happen with a wind storm. Jeff then discussed some of the tasks that had been completed and reviewed some that are yet to be completed. Jeff reviewed the current position structure of the Board- he will continue as President; Curt will continue as Vice President. Curt has also taken responsibility for reviewing and updating the By-Laws to reflect current Board practice so that they become a more useful tool for the Board. Ronnie has agree to serve as a resource to the new Board Treasurer. The possibility of having Sean Ford assume this open position was discussed. Derek indicated that he would ask Sean about this. Jeff H. has agreed to take on the Membership/H.R. duties. Kelly has agreed to continue through this summer working with Jeff as this is a busy time with dues collection in process. Jeff will also continue with the management of the website. Emily agreed to accept the Social Director/Public Relations position and Dawn has agreed to help her get started and serve as a resource for her as she gets experience with the position. Derek will continue as Maintenance Director and Eddie has agreed to be his Assistant. Jill will continue as Secretary.
3. Treasurer- Ronnie shared that we are starting out about $6,000 less than this time last year. Ronnie has paid the premium for the Operators and Directors Insurance, the purpose of which was explained to new Board Members. This insurance protects Board Members from potential personal liability in the event of a lawsuit. Consultation with attorneys and insurance professionals resulted in this decision as no one would serve on a volunteer Board and assume potential personal financial risk. The funding for pool operation through the season should be sufficient assuming that the full membership pays their Dues and there are no major unplanned expenses. The obvious need is to get the membership numbers up to sustain the viability of the pool for the future.
4. Membership/Marketing- Kelly was unable to be present for the meeting but did agree to continue assisting with the duties of this position so that Jeff H. may become familiar with the details of membership and the transition goes smoothly as her term on the Board has expired. The 600 flyers to be included in an upcoming Piqua Chamber newsletter should be mailed by the Chamber early this week. As previously stated, this mailing is an effort to inform a larger audience about Tecumseh with the goal of increasing membership. Kelly has arranged for a flyer to go out with Piqua City School children at the end of the school year so that any family not aware of TW including the Swim Team, will have the information. There have only been 71 memberships paid so far and the original deadline of April 30 for payment without a late fee of $25.00 has passed. Discussion among the Board resulted in the decision not to assess a late fee unless dues payment had not been received by May 23-opening day. There will not be admittance to the pool to members who have not paid their dues. All fees must be paid to the P.O. Box 7, the concession stand will not be accepting fees. Dawn will include this information in an e-mail blast and Jeff H. will also place this information on the website. . Betsy South/TW member/Swim Team Coach/ brought up the idea of looking at creating some different membership categories in an effort to make TW membership more attractive to potential members. One possible idea would be a week-end only membership- there are many working people who are not able to come to the pool during the week and this option would satisfy that obstacle. Discussion among the group included fear that current members may switch to his option, leading to decreased revenue, and the amount of work this would entail to keep all of the Dues correctly managed. This issue will continue in discussion. Ronnie offered that he was aware that Alan Lange (past TW Board) had done some research regarding different models for membership and this information may be helpful in evaluating options. Jeff L. will seek this information from Alan. Another idea would be allowing a Bank Draft option so that members could start paying in divided payments months ahead of the April due date which would make the fee less of a burden, the YMCA currently offers such an option. This issue will also continue in discussion in future Board meetings. A suggestion was made to increase solicitation of feedback from members. There is a mechanism on the website for feedback, Jeff H. will note this on the website and Dawn will include it in the next e-mail blast. All present agreed that membership most likely had suggestions that could be utilized if the Board could receive better communication from them. There were only two members present at the Annual Meeting last month, so clearly this can’t be the only source for member interaction.
5. Pool Manager- Jeff L. asked Andrew to be present for Board meetings to which he agreed. The question of Pool closing due to weather conditions was discussed. It is the discretion of the Pool Manager to close the Pool, however if there is a question, a Board member may be contacted if necessary for advisement. Given that weather conditions are apt to change, there may be instances that the pool will close only to reopen in a couple of hours due to the weather condition changing to favorable. The temperature for closing or opening will be changed to 65 degrees rather than 70 as it currently stands. This change will prevent many disputes, as everyone agrees less than 65 degrees is too chilly for the pool to be open. The standard regarding thunder/lightening will remain the same- 30 min. out for every sound of thunder or sighting of lightening. The Apps which display current and near future weather conditions will be helpful to the Pool Manager and Staff in monitoring pool operations. The Concession Stand operation was discussed. The suggestion was made that we return to using Sam’s Club for concessions. Andrew has a membership and offered to manage keeping the Concession Stand stocked with items that membership is likely to purchase. We have lost money on concessions the past couple of years and it is expected that we should do a little better than break even with this feature. The Board thanked Andrew for assuming this responsibility. The question was raised regarding the offering of swimming lessons this year. We did not have swimming lessons last year and this has been an activity offered by the Pool Staff in past years. Andrew indicated that he would arrange for swimming lessons. Non-members are able to access this activity for a small fee. This could also offer exposure to potential members if there is an opportunity to use the pool for lessons.
6. Social/Public Relations- Dawn reported that the Chicken Dinner has been changed to July 25 so as not to conflict with Swim Team Championships scheduled for July 18. The arrangements have been confirmed with our vendor, Romer’s Catering. Dawn has agreed to chair the Chicken Dinner event and be an assistant to Emily as she becomes accustomed to her position. Dawn distributed Chicken Dinner tickets- 25 to each Board Member to be sold ahead of the event. Tickets are $8.50 each and the hours are 5-7pm; drive through is available. Dawn reminded the group that this is also an opportunity for guests to swim for free- another chance to showcase Tecumseh Woods. The consensus of the Board was that there will not be an actual Adult Party planned due to fiscal constraints. This led to discussion of potential small events that would be attractive to adult membership. After much discussion, it was decided that a trial of allowing alcoholic beverages on select Saturday evenings begin on May30 and then evaluate whether this is something considered to be worthwhile to the membership. Members must be of legal age to consume alcohol, no swimming by anyone consuming alcohol and other appropriate guidelines will be put into place.
7. Vice President- Curt did not have news to report, as earlier stated, he is working on the By-laws update/revision.
8. Maintenance- Derek- discussed the success of getting the Baby Pool up and running. There will be some additional electrical work to be completed after the close of this swim season, but we are ready for opening day. Derek reported that the mower was able to be fixed, Eddie replaced a belt and it is working fine for now.. The concession stand is being patched, the patch on the pool has been done and painted, the touch up painting is almost completed on the buildings, the Honeysuckle has been cut back about 20ft. around the property, and preparations for opening day are coming along. There is one more work day scheduled for Sat. May 16. There have been a few members assisting the Board on the previous work days and an e-mail blast along with the information on the website, will alert membership of this last opportunity prior to the opening of the pool. A review of which Board Members currently possess keys- Jeff L., Jeff H., Derek, Eddie and Curt all have master keys to the property and garage keys. Derek will purchase a lock box for the main gate similar to those used by realtors, so that a key can be accessed by using a combination.
9. Old Business

Issues regarding old business have been addressed in the individual reports.

 The meeting was adjourned by President Jeff at 8:30pm. The next meeting is scheduled for Sunday, June 14 at 7:00p.m.at the Pool.

Respectfully Submitted,

Jill Trevino, Secretary

Tecumseh Woods Board