# Tecumseh Woods Board of Trustees

# Meeting Minutes

June 26, 2014

1. Call to order

President Jeff Lange called to order the regular meeting of the Tecumseh Woods Board at 7:00pm on June 26, 2014 at the TW Pool.

1. Roll call

Jeff Lange conducted a roll call. The following persons were present: Jeff Lange, President; Curt South V.P.; Ronnie Fitchpatrick, Treasurer; Jeff Heath, Assist. Treasurer; Derek Casto, Maintenance; Kelly Meckstroth,Membership/Marketing; Jill Trevino, Secretary, Eddie Palmer, Board Member, Courtney Swabb, Pool Manager.

Absent: Dawn Widney, Social Director/Public Relations

TW Members in attendance- Alex Switzer-Reed.

Approval of minutes from last meeting

. The minutes of 6/9/2014 were approved as written- Motion by Derek, second by Kelly, all in agreement to approve the minutes.

1. Reports
2. President- Jeff L. began with a discussion of the bills received to date associated with getting the pool back up and running. The plumbing bill detail was discussed with concern regarding the billed charges as Derek expressed that much of the needed materials had been purchased and intended for use in the repair. The charges for labor were also reviewed and the decision was made to pay the invoice as the work had been completed, but caution would be exercised for future plumbing needs.in the future. Jeff discussed the most recent problem- hillside mud drainage into the pool as a result of the recent torrential rain. The water level will be physically dropped after this meeting to aid in the clearing of the pool water.
3. Treasurer- Ronnie shared the current financials including the status of the current expenses/payments. All members received this information via e-mail and there were no outstanding questions. Ronnie surmised that with the anonymous donor’s assistance with the new tank, the capital improvement account which currently shows a negative balance, should come out to a zero balance when payments still being received are factored into the budget. The proceeds from the chicken dinners planned for 8/2/14 are intended to help replenish the operating budget.
4. Membership/Marketing- Kelly shared that membership is now up from 142 as reported at the last meeting to 156 members as of this meeting. In addition to new members, several inactive members reactivated their memberships. Clarifications were provided regarding previously agreed upon Board actions: $4/guest fee (limited visits lifted this year); $3/ swimming guest for member party (when reserving canopy/picnic table area); Early Pay discontinued effective 6/9/14; $50 credit for upcoming pool season membership for referral of new paid family membership referral and $25 for same if new paid membership referral is for a single or student membership (up to 2 memberships or $50 total credit).
5. Pool Manager- Courtney provided clarification regarding the method for calculating assignment of lifeguard hours for accounting purposes. Swim Team pays for lifeguard hours during swim team practice and swim meets; otherwise hours are paid from the regular TW operations budget. Courtney explained the record keeping separation on the time cards so that Swim Team can reimburse the general fund at the end of the season. She has hired 3 additional lifeguards to fill scheduling needs created by vacations and other staffing conflicts. Courtney brought a concern expressed by a member regarding the potential use of the AED. The concern was that the lifeguard staff may not be able to manage utilizing the device and perhaps a list should be kept of members with experience &/or training that could be used in the event an emergency occurs. Board discussion yielded the conclusion that the AED is designed for use by non-professionals, the staff have been trained in the use of the device, training has been offered to non-staff members in the past and no one has shown up for the training, and in an emergency, no one can predict which member may be present to provide assistance. The current plan in place is satisfactory and no further action is needed. Courtney added that she is satisfied that staff is prepared to properly manage an emergency, but she was just reporting the member concern.
6. Social/Public Relations- Dawn was unable to be present for the meeting, due to the swim meet scheduled for this evening at Piqua Country Club, but did arrive prior to the meeting to distribute chicken dinner tickets to Board members to sell for the event scheduled for 8/2/14. She advised that the second Kid’s Day is planned for Friday 7/11/14 and will feature Walking Tacos (weather permitting). The 6/28/14 Adult party on the sundeck is postponed due to the conflict with the second Rock Piqua concert on that date. The 4th of July celebration activities at the Pool are planned and will be managed by the Pool Manager and guard staff.. 8/2 is the planned date for chicken dinners-$8/ticket; time 5:30-7:00pm; board members given 25 tickets each to sell, the goal is 350 dinners. On August 16th a Pirate themed adult party is planned. Dawn is continuing to advise the Membership via e-mail Blasts whenever information is available to share.
7. Swim Team- swim meet tonight, no report for this meeting.
8. Maintenance- Derek- discussed the current issue of the non-functional Baby Pool. Alex Switzer-Reed shared that her purpose in attending the Board meeting was her concern regarding this issue. Members with babies and toddlers who typically utilize the Baby pool are either not coming to the pool or trying to manage in the very shallow end of the main pool. Derek stated that information from Ron Traudt (Miami Filter) indicated that after replacing the gaskets for what is perceived to be an air leak, it is assumed the air leak must be underground as the replacement did not fix the problem. An underground leak is preventing the vacalert from tripping. In reality this would not be dangerous, but because of the Virginia Graham Baker federal law- the pool can’t be operational until it is fixed. (This was enacted when a child was killed after being sucked into a drain. Derek could explain how this could not happen in this pool, but a law is a law). Much discussion yielded the following: all in attendance agreed that this issue was the most important concern for action; Derek will contact the contractor to get an idea of the estimated cost for repair (assumed estimate to be several thousand dollars), after the information is obtained, Kelly or Dawn will send out an e-mail blast to the membership explaining the situation concerning the problem and solution which will include information regarding the current financial state of the pool and the need as allowed per the by-laws, of an assessment of $40/member (excepting student memberships); a temporary use of the most shallow end of the pool will be designated as the “Baby Pool”. Children 8 and under will be permitted in this area unless the child is already a strong swimmer or too rowdy for the younger children and babies. The area will have a lifeguard, although as usual, it is expected the child is being supervised by the adult accompanying the child. After the problem is appropriately assessed and an estimate of cost is obtained, the pool may be drained so that at least the area can be utilized as a play/lunch/changing area that keeps the children confined as needed. It is likely that the Baby Pool will not be operational for the rest of this season and the outlined use of the shallowest end of the pool may be the only immediate solution. It was noted that with all of the problems with the pool this year- about 2 yrs. worth of funds have had to be utilized and without the anonymous donor contribution which funded approximately half of the costs, the main pool would not have been operational at all this year. Derek presented the list of needed repairs to be considered after the Baby pool issue is resolved. This list was previously e-mailed to all Board members.
9. Old Business

Vacant Board position- Jeff L. welcomed Eddie Palmer as the 9th Board member and thanked him for his willingness to participate as a Board member.

Job Description clarification- Kelly presented the updated TW Pool Manager Job Description to Board Members via e-mail for review prior to the meeting. All in attendance agreed that this reflected the Board’s intentions.

.New Business

Jeff reported what his research revealed regarding the potential of forming a TW 501c3 Filing status. There is a $500 fee to file with the IRS and the process takes 3 months to 1 year. This issue was tabled for discussion after the swim season is over.

Derek provided information regarding the ADA requirement mentioned by the Health Inspector calling for 2 lift chairs (determined by size of the pool) to be in compliance with ADA requirements. Jeff L. stated that the issue currently falls under building requirements, not the Health Dept. It is anticipated that this will fall under the Health Dept. at some time in the future, but it is not a current issue for the pool at this time.

Alex asked about replacing the clock outside the pool house. Kelly was aware of a member who had offered to provide a new clock. Derek stated that he would follow up this evening with this member and he would purchase a new clock if it has not already been arranged.

The meeting was adjourned by President Jeff L. at 8:12pm. The next meeting is scheduled for Thursday, July 24, 2014 7:00pm at the TW Pool.

Respectfully Submitted,

Jill Trevino, Secretary

Tecumseh Woods Board