

Swarthmore Swim Club Board

March 28, 2011 Meeting Minutes

Present: Kim Bernaus, Amy Connell, Joe Foglio, Rick Graham, Jim Greer, Nika Haase, Susan Kelly, Gary King (Presiding), Jeanne Maillet, John McKinstry, Dick Nenno, Michael Ryan, Stuart Siedman, Chip Stockman

The meeting began at 7:03.

1. Member Comments

Al Federico asked about how the process was going to paying by credit card. Richard Graham said that we were exploring using PayPal, as other routes were very expensive and cumbersome.

2. Minutes from January Meeting and February Meeting

The minutes of the January and February 2011 Board Meetings were approved.

3. Executive Secretary

Dick Nenno raised the idea of creating an executive secretary. The merits of this office would be that routine functions would be handled by one person such as setting board meeting lists of agenda, sending out letters, taking care of annual filings, *et cetera*. Such a person would also function as our institutional memory. This would free up the board members to be able to take care larger issues. Dick asked whether the committees could see any of their functions that could be assumed by such an officer. Jim Greer noted that we have many moving parts, and it is hard to keep track of all of these functions, and an executive secretary would be fulfill this function as well. He felt that it would be negligible remuneration, and could imagine there would be many in our community who would be willing to take up that task.

Stuart asked about the scope of this job. How many committees would such a person need to attend? Would he or she have to keep all these records? Dick explained that this person would attend the monthly board meetings, and help set the agenda. He had not envisioned that the executive secretary would have to attend committee meetings. He noted that a few years ago, we had lost track of who would be on which class of board members, and the terms.

Rick noted that often a General Manager might serve the role, but we have had a lot of turnover in the General Manager. Jim noted that much of our institutional memory also lies with Gladys Snively and her office.

Gary stated that the sense of the board is that this is a good idea, and that we should continue to explore this idea. Sue Kelly urged that we start to compile a list of the kind of tasks that should be done by such a position.

4. Membership Committee

Jim reported that Membership has met twice, in part to decide the Associate Membership program. They agree to continue it, with a cap of 15 members. He said that they are seeing whether this program is working. We have 17 letters out to the past Associate

Members inviting them to join (since the program allows one year associate membership.) So far, we have one new member, and one who has expressed interest.

The new senior membership policy is designed to retain membership. It means that a person after a certain age will keep his or her stock, but from 65-70, they will pay half the normal dues, and then after 70, it would be \$100 after that. At that senior level, one family would only get two cards.

We have 513 stockholders, but only 435 paid members.

We had an extensive conversation about how we have dealt with non-paying members. Gladys noted that in the past when people had not paid, the board would call them twice to make sure they did not want to stay with the pool, and would then redeem their stock. It was felt that we could read them out at the June meeting, and we are now not obliged to redeem them after two year's time.

In the past, the board has just split up the list of delinquent people among each of the members to make those calls.

The Membership Committee will come back next month with plans for increasing membership and with a proposal for how we deal with delinquent members.

5. 2011 Orientation Gladys Snively

Gladys explained that she was in high school when the Club was built, and was one of the first in the pool. She knows how valuable it is for the town, and that is why she loves doing the accounting for this institution. Marcia also grew up with the pool, and worked for Don Henderson for many years when he was general manager.

Her office does the payroll, pays the taxes, keep the records, helps with the audits, writes the checks, and keeps the membership database. Marcia prepares the membership letters, keeps the membership database, takes in and keeps track of dues, prepares dues statements, and makes the membership cards. The office also serves as institutional memory, and also will alert us to things that might be contrary to good accounting practice. Gladys then took us through the financial statement explaining what it all means.

The Board expressed its great appreciation for the professionalism and devotion to the community that Gladys and her office provides.

6. Manager's Report Charlie Coonley

Charlie gave the Manager's Report. He and Chris have reviewed over 50 applications.. Charlie and Chris will go through the 15 in the Welcome Center, and the 25 guards that will get offers. They will continue to take application until March 31, and any applications after that will be put on file.

In February, we are making progress in restoring the powerline that went down. The cost will be significant, because it requires that a telephone pole be replaced. (The cost could be \$8,000.) We need power, and have two quotes as required by our insurance company.

Operations has identified many things that need doing: repair the fencing around the property; the grove shelter needs a new roof; the scorers' port needs a new roof.

Swim and Dive: The team will be in just the lap pool from 12-2, and he could get an additional hour, but that would be before noon. He understands this hurts our ability to obtain and retain membership. They have identified two assistant coaches.

Membership: Charlie showed a new idea for membership cards: they have a photo ID with the names, and ages, bar codes, *et cetera*. This would prevent the loaning of cards that has happened in the past. This visual ID would make it easier. This card would stay at the entrance in a box. This is a system that Charlie has used at two other pools that works well.

Personnel: He is seeking a pay rate adjustment for the staff. In the first week of April we will be making offers. The first meeting of the hired staff will be to fill out their paperwork.

Employee Retention: Charlie calculated the number of employees that are needed for a typical day, including supervisors and also calculated how much it would cost to give a raise of \$.50/hour. The increase in cost this would be about \$4,500 for the entire season. (This is not adjusted for the shorter time in June.) This would make us more competitive. Charlie has been getting applications from people who have been turned down elsewhere; because our pay is so low, we are the employers of last resort.

Stuart made the following motion:

That the budget for wages for guards be increased by \$4,000, from \$52,000 to \$56,000 and that the wages for the Welcome Center Staff be increased by \$1,500 from \$14,500 to \$16,000. APPROVED 13-0.

Rick made a second motion:

That we accept Charlie's proposal to increase the pay scale by \$0.50/hour.

APPROVED 13-0.

7. Quality of Life

This committee is looking at Sunday Suppers and how to carry those out. There was a question of how many attend these, and it appears that on a good day, there were 50 people.

We need to improve the basketball area to make it more fun for children.

They are exploring starting a water polo program for adults, which might be on Saturday mornings.

They also are exploring a tennis program at the courts near SRS. The price with the College is \$100/week for the two-day option, and \$200/week for the four-day option. This might be a nice supplement to the SRA Day Camp. The college will offer a van service to drop the kids off at the pool, and it could also include lunch at the college dining hall.

The committee is also exploring a 7th grade work program. Charlie said there are plenty of places where he could find work for them. This program is designed to get kids in the pipeline for working the next year and helping them developing good work skills. The committee is considering other ideas including activities such as ultimate frisbee and SRS Day. They recommend that we be in the May Fun Fair parade. They are also thinking of Water Zumba, which would be for 20-30 people. The instructor for this might charge \$35/hour.

8. Work Day is April 16 and April 30.

9. Personnel Manager

Charlie reported that we no longer have a personnel manager. He has had long number of discussions with one person who could step into this role. A discussion followed. We hope to have a new Personnel Manager hired soon.

10. Adjourn

The meeting adjourned at 9:45.

Respectfully submitted,

John McKinstry