

# Meeting Minutes - ERRA Board of Directors

	Location	Date	Time	End
	Zoom	3/22/2021	6:30 PM	7:57 PM

## Attendance - BOD

<input checked="" type="checkbox"/>	Gordon-Becker	<input checked="" type="checkbox"/>	Ferguson	<input checked="" type="checkbox"/>	Kosalka
<input checked="" type="checkbox"/>	Laspina	<input checked="" type="checkbox"/>	Parrish	<input checked="" type="checkbox"/>	Smith
<input checked="" type="checkbox"/>	Troutman	<input checked="" type="checkbox"/>	Keck	<input checked="" type="checkbox"/>	Ruebke
<input checked="" type="checkbox"/>	Beyeler	<input checked="" type="checkbox"/>	Bechtel	<input checked="" type="checkbox"/>	Gray

## Attendance - Other

<input checked="" type="checkbox"/>	Zook (Bookkeeper)	<input checked="" type="checkbox"/>	Meyers (Payroll)	<input checked="" type="checkbox"/>	Hensley (Pool Mgr.)
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

## Agenda Items

- 1 Welcome and Opportunity for Members to Address Directors (if present and requested in advance)
- 2 Approval of Minutes
- 3 Manager's Report
- 4 Finance / Treasurer
- 5 Membership
- 6 Snack Shack
- 7 Swim Team
- 8 Grounds / Maintenance
- 9 Social
- 10 Governance
- 11 Personnel
- 12 Other

**Next Meeting: Date 4/26/2021 Time 6:30 PM**

	Topic Area	Item Description	Responsible
1	<b>Welcome</b>		Gordon-Becker
2	<b>Approval of Minutes</b>	February 22nd, 2021 meeting minutes were approved via email on March 3, 2021 for deferment.	N/A
3	<b>Manager's Report</b>	Employee Hiring: -Will discuss plans to remove the cover and "open" the pool on 4/1 with Wes.  -Spoke with previous guards to identify plans to return and make plans for hiring for the 2021 season. Requested responses by the end of March and is looking to hire approximately 10 total, including asst. manager.  -Discussion regarding pay rate for guards to be competitive with other local pools.	Hensley
4	<b>Finance / Treasurer</b>	-Cleared the new mailbox location with the courier to be on Barracuda Drive before the gate. She requested that it's where she can still turn around. - New Steel Locking mailbox with steel post \$190. Needed because certain documents (ex: IRS Statements) cannot be mailed to a PO Box.	Beyeler

-Motion to approve the purchase, 2nd made by Karen, vote by majority to approve purchase. Gordon-Becker

-Profit and Loss statements will be provided to directors at each meeting. Please direct questions to Noelle or Karen. Beyler

-Balances to date:

Checking \$18,479.25

Money Market \$13,488.16

**\$31,967.41**

Loan Balance \$323,678.99

**Membership**

Current Membership Numbers:

Board of Directors: 12, 11 paid

Family Memberships: 305 (50 paid in full)

-11 new memberships for 2021.

-7 referrals (accounts credited)

Family Memberships Past Due in 2020: 21, 0 paid

Senior Couples: 6, 3 paid

Senior Adults: 6, 2 paid

Tennis Only: 7, 6 paid

Basketball Only: 0

VIP Memberships: 7

-Review of VIP Memberships. Keck will send out list for review at April Meeting. Keck

-First to 50 promo - currently have 7 referrals, 2 more that we know are coming in. Will update graphic and post to social media as a reminder for members.

-Discussed having a drive for new memberships. Directors agreed to keep with current practice of End of Summer and December drives.

-Discussed members requesting COVID opening/operating procedures before paying. COVID committee agreed to have guidelines in place and an email to membership by April 12th. Possibly earlier to ease concerned members.

-Reminder: Renewals are due May 15th, 2021.

-The board have received some inquiries about having a teen use an individual membership. Theresa Smith reviewed with the lawyer. Permission can be given by parent/guardian and also stating they are responsible for minor's actions. Smith

-Discussed creating a waiver for teen individual memberships.

- Ideas for Member Activities that have been received:

-Lap swimming times when the pool is not in use.

-Water aerobics classes for members.

The board agreed to discuss closer to opening and would like to implement these as able within COVID guidelines.

**Snack Shack**

-Meet in April to begin review for 2021. Determine inventory, pricing based on current food costs, and purchase supplies/inventory (from Costco). Meet with Sara to discuss employee responsibilities and start date, and identify a time to de-winterize the Snack Shack. Kosalka

-Ideas: combo meals, printing off combo meal options and post around pool

-Would like to have Snack Shack ready one week prior to opening date

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7	<b>Swim Team</b>	<p>-MoU drafted for Kristin. Waiting on her final feedback. Hope to have her sign next week.</p> <p>-MoU drafting in process for Swim Team. Completion goal: week of March 22nd.</p> <p>-Email has been sent to Jolanthe with updated hours for the Barracudas. Awaiting Swim Team schedule.</p>	Troutman
8	<b>Grounds / Maintenance</b>	<p>-Lawn Care Quotes: Recieved three quotes in total. Nickel Lawn Care had the best quote at \$220.00 per week.</p> <p>-Upcoming dates: -Time to uncover pool in next week or two -Looking for helpers to remove cover (5-10 people) -Prep large pool, baby pool, diving boards, etc. -Clean up day is usually scheduled in April -Discussed financial advantage since ERRA is not a chlorine pool</p>	Gray
9	<b>Social</b>	<p>-Zoom meeting planned in April to discuss activities planned and suggested.</p> <p>- BINGO June 26th. Details TBD.</p> <p>- Need as many directors as possible to attend the Memorial Day picnic.</p>	Ferguson
10	<b>Governance</b>	<p>- No updates from the comittee since ByLaws were just updated.</p> <p>-Recommendation made that board member responsibilities be added to Operations Manual - will be completed in the future</p> <p>-Question from Betchel regarding handling of money. Who handles money? Is this listed out in Operations Manual? There is a system in place for handling money that comes in and out of pool for accountability. Will include info that a protocol exists and is followed by appropriate employees in the Operations Manual in future update.</p>	Laspina
11	<b>Personnel</b>	<p>-Confirm hiring timeline with Sara - Asst. Manager, returning guards, advertise/hire new guards.</p> <p>-Reviewed adjustments made to Operations Manual under Employees section. Job description details section will not be updated.</p> <p>-Reviewed staffing for front desk, Snack Shack, and guards. Will plan hiring backwards from opening date. Can hire work permit employees who are not old enough to guard at minimum wage (front desk, snack shack).</p>	Bechtel
12	<b>Other</b>	<p>-Charitable Donation Request from member to gift a family membership. Ashley will reach out to Mira to touch base that this will be discussed further at a later date.</p> <p>-COVID Committee: Guidelines ready by April 12th for Membership. The Committee feels this is a reasonable timeline to get details out to membership.</p>	Gordon-Becker Gordon-Becker

-REFI BBQ Event on April 17th.

Gordon-Becker

-Fundraiser at Lakeview Golf Course; working with leadership class from Chamber of Commerce and holding a chicken BBQ; Golf Course will not allow for the BBQ to be held there.

-Request made to hold BBQ at ERRRA and will also hand out flyers about pool membership

-Can set up low on the driveway or in the parking lot

-Board all agreed that this is a good opportunity for community engagement

-Ashley will create a flyer to hand out

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**Notes**

Reminder to make sure anyone who turns on tennis court lights (including children) need to turn them off when done.