

Meeting Minutes - ERRA Board of Directors

	Location	Date	Time	End
	ERRA	5/24/2021	6:30 PM	8:30 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 type="checkbox"/>	Troutman	<input checked="" type="checkbox"/>	Keck	<input 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 type="checkbox"/>	Meyers (Payroll)	<input checked="" type="checkbox"/>	Hensley (Pool Mgr.)
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Next Meeting: Date 6/28/2021 Time 6:30 PM

	Topic Area	Item Description	Responsible
1	Welcome		Gordon-Becker
2	Approval of Minutes	April 26th, 2021 - motion for approval by Bechtel, second by Parrish.	N/A
3	Manager's Report	-Main pool is ready. -Diving board and slide are ready. -Staff orientation was completed on 5/23/21. -Inservice for lifeguards on Thursday that will focus on water rescue since it's been almost 2 years since they were actively lifeguarding. -Schedule is complete for the first two weeks of the season.	Hensley
6	Snack Shack	-Supplies has been ordered from Amazon and food stocking has began. -Orientation for employess was on 5/23/21 -Follow up videos of each task for the snack shack employees is being made by Collin and sent for them to review prior to opening.	Kosalka/Parrish
		-Make sure snack shack staff are scheduled for home swim team meets. Sarah H. to follow up.	Kosalka
7	Swim Team/Lessons/Water Activities	-MoU complete with Astrid Morgan for Water Aerobics classes. Classes will be hosted from 10:15-10:45am every Wednesday and Sunday.	Smith

		<p>-Swim lessons begin 6/21. Form has been live on the website with 84 forms submitted to date.</p> <p>-Will turn off the form for now until scheduling is complete, can reopen if we are able to offer more.</p> <p>-Discussed the swim lesson schedule. Morning and evening time slots approved. Lizzie will begin making calls and scheduling lessons.</p> <p>-Guard swim lesson pay approved. Motion made by Smith and second by Ferguson, no opposed.</p> <p>-Swim lessons can now be offered in groups (up to 4) due to COVID guideline changes. Will offer to families during scheduling.</p> <p>-Lap swim and water aerobics times can be added to the website. Lyndsay to do.</p> <p>-Barracudas practices will no longer need to be split due to change in state guidelines. Will divide into groups as their numbers require each evening.</p> <p>-Swim meet schedule is finalized. Add to website for dates the pool will close early. Lyndsay to do.</p>	
4	Finance / Treasurer		Beyeler
		<p>-Profit and Loss report for April 2021 provided. More funds received in May and will be reflected on May P&L</p> <p>-Operating budgets have not been received from every committee. Please send to Karen and Noelle. Once received, they will be reviewed and entered into the budget.</p> <p>-PPP is still open until 5/31. Nicolette and Noelle are working on getting final documents submitted.</p> <p>-Kristin will need to pay for the certifications from the Red Cross for the guards. Board decided she can pay, submit the receipt, and will be reimbursed.</p> <p>-Real Estate tax is due. Board decided that we will pay in full now.</p> <p>-Reviewed deposit structure for the season. Bookkeeper will be provided with information from Square with matched revenue sources and deposit slips.</p>	Zook
		<p>-Biweekly pay structure discussed. Currently pay staff weekly. Motion to change to biweekly by Keck, second by Bechtel, no opposed.</p>	Gordon-Beck
		-Balances to date:	
		Checking	\$99,080.14
		Money Market	\$13,488.16
			\$112,568.30

		Loan Balance	\$323,678.99	*unchanged due to deferment until May
		Deferred Membership Income	\$2,296.67	
11	Personnel	Employee Count: -Snack Shack 11 -Lifeguards 11 -Pool Manager 1 -Asst. Pool Manager 3 This is in line with the April Estimate, with one additional snack shack employee.		Bechtel
5	Membership	Current Membership Numbers: -Board of Directors: 12, 12 paid -Family Memberships: 315 (36 new memberships for 2021), 53 unpaid -Family Memberships Past Due in 2020: 13 -Senior Couples: 9, 8 paid -Senior Adults: 8, 4 paid -Tennis Only: 9, 5 paid, 1 new -Basketball Only: 0 -VIP Memberships: 8		Keck
		-Committee proposed changing the hold fee from 1/2 renewal fee + capital assessment fee, currently \$290, to a flat \$75 hold fee + capital assessment fee totalling \$150. This was approved with no opposition via email on 5/22/21. -		Keck
		-New WA account was created for the front desk so that they have a separate login from membership. Membership needs to the login to send manual emails and invoices, otherwise WA sets the reply to personal email tied to WA login.		
8	Grounds / Maintenance	-New dumpster arrives 5/25/21. First pick up date is 5/27/21. Pick ups are set for each week on Thursday.		Laspina
		-Driver will be given a gate key so that if they gate is locked, this will not delay trash pickup.		
		-Pool is up and running. Everything is looking good and ready for opening.		Gray
9	Social	Memorial Day picnic, need all hands on deck to help serve. Not allowing members to bring or handle food.		Laspina
		-First movie night is June 18th. Starts at sunset, swim until dark.		
10	Governance	-No updates		Laspina

12	Other	-Ashley reminded Committee chairs to communicate with both her and Theresa regarding happenings within their committees. -Discussed PVES use of the pool for 5th grade graduation. This year will be during opening hours since school is not on early release. -Tennis coach sent proposal to teach tennis lessons. Ashley will follow up with him.	
13	Notes		