

Almaden Cabana Club Board Meeting Minutes

January 21, 2008

7:00 pm at Steve Angus' house

Attendees: Denise Aitken, Steve Angus, Katherine Cance, Tony Cannestra, Dante Petro, Jonathan Streete

Meeting called to order at 7:15 pm.

Rules of interaction – Steve Angus encouraged succinct discussion and concise meetings in general.

A motion was made by Steve Angus and seconded by Jonathan Streete to approve Dante Petro as a new Director. The motion passed unanimously.

The Board will continue trying to fill the position of President of the Board. Until the position is filled, Vice President Steve Angus will assume the President's responsibilities. Jonathan stated that in the event someone steps forward to become President, the Board has the power to vote that person into office without prior notification to the general membership.

Budget Discussion

Jonathan reviewed the budget and answered several questions.

- The 2007 Financial Year ended with approximately \$500 profit.
- Utilities were expensive this year.
- Swim lessons resulted in higher revenue (\$17,000) than in previous years. This amount is expected to be maintained, but not increased since lessons ran at capacity last year and there is no expectation to expand the program. The budgeted swim lesson revenues for 2008 reflect an assumed \$5 increase in swim lesson fees for both members and non-members. This slight increase is expected to be offset by increased private lessons for the swim team, the profit of which is reflected in the swim team's budget. Denise said the Personnel Committee is working on pricing suggestions and hiring managers, and expects to finalize prices for swim lessons in February – the committee may recommend an increase larger than \$5 per session. Our current swim lesson fees are comparable to other Cabana Club prices in the area.
- Jonathan reviewed his recommendations to use \$12,000 of reserve funds this year to pay down the pool renovation loan; \$18,000 from next year's reserves; and \$20,400 the following year. For this year's budget, approximately \$63,000 will remain in the Club's reserve account, more than the \$50,000 reserve recommended for safe practices.
- Increased revenue to pay off the loans is expected to come primarily from membership dues increases. An increase of \$20 per year per household is reflected in the current budget.
- The possibility of increasing revenues was discussed, including raising the per person charge (currently \$2 per person plus \$12 per hour for after-hours parties) and/or charging a flat fee for each party reservation in addition to the per person charge.
- The Repairs and Maintenance line item reflects the anticipated need to work on the big pool heater.
- \$4,000 is budgeted for capital reserves based on last year's actuals.
- A \$500 Attorney fee reserve has been budgeted to cover any costs in the event the Club consults an attorney.
- The budget for Sundry Items was reduced to \$1,000 although actual expenditure for '07 was more than \$4,500. Jonathan will investigate what this expenditure was from.
- Jonathan explained that the budget is generally conservative and tries to account for expected increases, such as rising utility costs. Tony suggested we communicate this focus on long-range plans to members so they understand dues increases are being used for actual expenses, such as maintaining the heaters,

loan payments, etc. He suggested including a “laundry list” of some of the vital equipment and maintenance paid for by the increased revenue.

- A question was raised as to why the winter manager salary was \$900 when it should be a flat fee of \$800. Jonathan explained that the \$900 salary was paid in 2007 for 2 managers working the winter of 06-07 and was part of the 2006 budget. The \$800 in the 2007 budget won't actually be paid until spring of 2008.

A motion was made by Jonathan and seconded by Steve to accept the provided Profit & Loss as the true record of last year's budget. The motion passed unanimously.

A motion was made by Jonathan and seconded by Denise to approve a \$20 increase in dues for all guest members and proprietary members. The motion passed unanimously.

A motion was made by Jonathan and seconded by Steve to approve an increase in day guest fees from \$1 to \$2. The motion passed unanimously.

- The amount we are currently paying our bookkeeper is less than previous bookkeepers have received. Furthermore, the bookkeeper and Swim Team Coordinator have agreed that this year the bookkeeper will also be responsible for the Swim Team's accounting. Based on this increased responsibility and previous salaries, **a motion was made by Jonathan and seconded by Steve to increase the bookkeeper's annual salary from \$5,000 to \$6,000.** The motion passed unanimously.
- Jonathan will consult with Sam Raimondi, Swim Team Coordinator, to discuss having part of the bookkeeper's \$1,000 salary increase paid for by the Swim Team. Jonathan explained that Sam expects the Swim Team to break even this year or possibly make a profit. The proposed Cabana Club budget for 2008 reflects a break even scenario for Swim Team.

A motion was made by Jonathan and seconded by Denise to approve spending \$12,000 of reserve funds to pay down principal early for our partial balloon payment loan. The motion passed unanimously.

A motion was made by Jonathan and seconded by Steve to approve the 2008 budget as presented. The motion passed unanimously.

There was a brief discussion about purchasing QuickBooks for up to \$1,000 (depending on which version is purchased) to facilitate more efficient exchange of accounting information between the Treasurer and Bookkeeper, and to increase the transparency of our accounts for the membership in general. NetSuite was suggested as a possible alternative. Jonathan will investigate the best solution for the Board.

Jonathan recommended the Board require dual signatures for all check signing. The President, Vice President, Treasurer, and Bookkeeper would all be authorized to sign. In the absence of a President, it was suggested check signing authority be given to Director Jeff Lowe, member of the Finance Committee. Jonathan will investigate payroll procedures and requirements before a formal motion is made.

VOLUNTEER POSITIONS

The following Volunteer Coordinators and Board liaisons were reviewed and approved:

Volunteer Position	Coordinator	Board Liaison
Personnel Coordinator	Becky Trovato	Denise Aitken
Pool & Grounds		Dante Petro
Waves Editor	Wayne Brown	Katherine Cance
Social Committee		Jeff Lowe

Welcome Committee		Jonathan Streete
Guest Members Coordinator		Jonathan Streete
Fundraising		Steve Angus
Swim Team Coordinator	Sam Raimondi	Brian Tuck
Survey Committee	Malia Beaulieu	Tony Cannestra
Webmaster	Larry Snyder	Jonathan Streete
Wednesday Night Barbecues		Katherine Cance

There was discussion of whether or not Party Rentals or Swim Lessons require a volunteer adult coordinator. Jonathan expressed concern that in the past lifeguards were unable to handle the significant responsibilities of coordinating Party Rentals, which typically require 5-10 hours of work per week. It was decided that the Personnel Committee will assess the capabilities of the hired pool managers and determine to what extent a volunteer adult supervisor should be utilized to oversee these important roles.

It was clarified that Board Liaisons for the Volunteer Positions are responsible for recruitment of coordinators and general oversight of each activity, but NOT for implementation of projects or events. In other words, if no Volunteer Coordinators step forward to fill the vacant roles, there will be no fulfillment of these functions. In some cases, including Pool & Grounds, Social Committee, and Wednesday Night Barbecues, there may be several people willing to help, in which case the Board Liaison's role is to communicate with committee members and arrange for a "Point Person" for individual projects.

There was a brief discussion of the Waves and the target dates for publication. Ideally, the Waves will be sent out on the following timeline:

- mid-February, in conjunction with the annual dues payment mailing
- Early May
- Late June
- Mid-August
- Mid-December

It was suggested sponsors are recruited to purchase business-card-sized ads for \$250 to be included in all issues of the Waves (at least three and up to five).

New Rules Concerning Personnel Committee and Board Members and Employee Positions

The Board acknowledged that a motion was made and passed via email (attached) specifying the following:

- Board Members and members, as long as they are not the Personnel Coordinator, can have children employed by the Cabana
- No Board Member or any member can manage their child if the child is an employee of the Cabana
- The Personnel Coordinator is restricted from having a child work in any capacity at the Cabana
- The Personnel Coordinator, members of the Personnel Committee, the President and the Vice President are restricted from having children work as Managers for the Cabana. The reporting structure will be pool employees directly reporting to the Personnel Coordinator, the Personnel Coordinator will report directly to the Personnel Committee and the Personnel Committee will report directly to the President and the Vice President. The Treasurer, Secretary and Board Directors are allowed to have children hired in any capacity by the Cabana.
- The Personnel Committee can have children work as guards/head guards but they cannot interview their child for employment at the Cabana nor can they "vote" when the Committee determines whether to employ their child or not.

Cabana Club Rules and Health Form Review

There was extensive review of the new Cabana Club Pool Rules. In addition to clarifications and minor grammatical changes, the following items were discussed:

- There was a debate over whether or not overnight guests of members should be charged for use of the club. The rules currently state that overnight guests of members are entitled to free use of the club. The intent of the rule was presumably to enable members with out-of-town guests or families staying with them to be able to use the club as “temporary” residents. It was pointed out that this creates accounting inconsistencies, since number of guests does not match amount collected for entrance fees. It was also suggested this may increase the temptation for some lifeguards to pocket the difference since the computer log in system currently does not account for non-paying overnight guest members. It was further argued that guests should be required to pay, regardless of whether they are staying with residents; they are pool guests and should be charged the standard entrance fee. Others argued that in the spirit of keeping the pool as a family-oriented place, it is preferable to allow members with visiting family and friends to be treated as members. It was also pointed out that removing this allowance while simultaneously doubling day use fees from \$1 to \$2 was undesirable.

After extensive discussion, a **motion was made by Jonathan and seconded by Steve to remove the overnight guest exception.** There was a tie vote of 3-3 and as a result the rule was left as is. A possible compromise of changing the wording from “overnight guests” to “out-of-town guests” was rejected based on the impracticality of defining “out-of-town” and the undue burden it would place on guards responsible for check-in.

- Rules # 8 and #9 under Main Pool Rules was changed to specify that management refers to the employed Pool Managers.
- Rule #11 under Main Pool Rules was amended to read, “Diving is permitted only in the diving pool, except under swim team coaches’ supervision as per rule #10 above.”
- Rule #2 under Wading Pool Rules was amended to read, “Children using this area are the sole responsibility of their caretakers as defined in rule #1 above.”
- Rule #1 under General Rules: “Keep the Club entrance clear. Absolutely no parking in the Red Zone; this is for emergency vehicles only.” was deleted from the rules because it was pointed out that this is not a City-enforced Red Zone.
- Rule # 5 under General Rules was changed to provide for the fact that people do in fact bring glass wine bottles and beer bottles into the pool. The rule was amended to read: Only metal or plastic containers shall be permitted in the Club. Beverages in glass containers must be transferred to plastic containers for consumption. Transfer of beverages should take place at least 10’ from the edge of any pool.
- Rule #7 under General Rules was amended to allow issues with employee performance to be reported to the Vice President as well as other authorized personnel.
- It was decided that member email addresses and consent to receive email communications will be included on the Cabana Club Rules form rather than on the health form.
- The line requesting medical insurance information on the Health Form was replaced with a space to designate preferred hospital for treatment.

Additional Business

Steve stated that he received paperwork indicating the Club has sufficient liability and property insurance with State Fund, effective 1/1/05. Jonathan stated that Board Members cannot be held personally liable for any issues relating to their role on the Cabana Club Board.

It was agreed the future Board Meetings will generally be held on the 3rd Thursday of every month, subject to Members’ availability. Katherine will post future Board dates to the Web site.

Steve suggested the glass board in front of the pool be better utilized to post notices and information.

Jonathan will check with Brian Tuck to determine who has keys to the pool that should be returned and who needs to be given keys.

Next Board meeting: February 21, 2008, 7:00 pm at Steve Angus' house.

Meeting was adjourned at 10:15 pm.

Minutes submitted by Katherine Cance