

FANNY CHAPMAN BOARD OF MANAGERS

MINUTES OF THE MEETING February 27, 2023

The meeting was called to order by Bob Shaffer, Chair at 7:00 P.M.

Present at the meeting were Bob Shaffer, Ed Walsh, Brian Lange, Lori Howard, Robert Purdy, Dave Ricci, Amy Parenti (zoom), and Alan Krach. Also present were Doylestown Borough Liaison, Caroline Brinker, Student Member, Mason Lange, Pool Manager, Drew Sterner and consultant Jim Foster. Swim Team Parents Association was represented by Sherry Petrakis. Kevin McCann, former Fanny Chapman Board member joined to present a new program

A quorum was present.

Bob Shaffer welcomed and introduced our newest board member **Dave Ricci**. *One open Board position remains.*

APPROVAL OF MINUTES The minutes of the January 23, 2023 meeting were reviewed, Ed Walsh made a motion to approve the minutes, the motion was seconded by Brian Lange, and the minutes were approved unanimously.

Committee Reports:

FINANCE and Review of expenditures - AL & BRIAN

The Board reviewed invoices totaling \$2,506.32. A discussion followed the invoices were for routine expenses. Brian Lange made a motion to approve the payment of the invoices, the motion was second by Ed Walsh, and the motion was approved unanimously.

OPERATIONS - AL & ROB

Discussion included the Painter's Touch Proposal of \$29,150 with the invoices to be resubmitted for Board approval. This proposal is to prepare surfaces and to paint the walls and ceilings in the interior pump room, the areas affected by the recent diving pool concrete repairs. As the proposal is over the limit required for formal bidding, revised quotes for the painting will be submitted for review at the March meeting. Exact timing depends on the completion of the repairs to the diving pool and with no interruption to the swim season.

Drew updated the Board on a recent walkthrough with himself and Jim noticing that the area has been substantially cleaned by Coordinated Systems Consulting and is in satisfactory condition. The pumps will be activated soon and if all equipment is working, final payment will be issued to the contractor.

Facility Emergency Action Plan was discussed. Drew Sterner had reviewed this document and was recommending one change. *The change was to address the issue if one security person or*

officer showed up saying 'All Clear' we are not to abide by that command. The reason being is the person could be impostor and police would show up with more than one person. Board agreed with Drew's comments. We hope this never happens. A final, updated plan will be submitted by Drew.

PROGRAMS - LORI

Lori had one program to present to the Board. She turned the discussion over to Kevin McCann. Kevin's proposal is to offer a Master Swim Program twice a week at Fanny Chapman in the evenings. The Board liked the suggestion and asked Kevin to put together information to present at the next Board meeting on a Master's Program including fee structure. There was discussion that this program was ONLY open to Fanny Chapman Members. NO guests. No other programs were reviewed. *Kevin McCann left the Board meeting at this time.*

PERSONNEL – ROB

Board Member – one opening with one viable lead

Fanny Chapman Staff - Drew Sterner provided an update. He mentioned that there are a few open positions that exist and he is looking to balance the staff with either promotions and/or new hires.

Drew sent a proposal out in the Board agenda of coaches' salaries with a discussion on raising the salaries slightly to ensure we retain key staff. The impact of this decision would be an additional \$3,600 increase. The increases would apply to all the coaches. The Board agreed with the discussion but wanted to make sure we have the finances. Board approved his recommendations - Ed Walsh made a motion to approve this plan, the motion was second by Amy Parenti and was approved unanimously.

Given the shortage of lifeguards in the area, Drew felt very comfortable that a full staff will be hired and ready to move forward before Memorial Day. It should be mentioned that due to the work that Jim Foster and Drew Sterner have done recruiting staff has been very successful.

PUBLICITY / MARKETING - AMY

Amy provided an update on media:

- Advertisements have been taken out in the Observer / Bucks County Herald / Cardinal newspaper.
- Google Advertisements are costing about \$670/four months. Represents about a 15% - 20% increase from planned budget prior year.
- A detailed overview provided by Amy followed by a discussion lead to an approval of Amy to move the marketing budget to \$3,200 which is a few hundred dollars increase.

This motion was made by Ed Walsh and seconded by Brian Lange with unanimous approval.

- Endowment Marketing – Rob Purdy is to provide an outline next Board meeting with Amy on implementing this new service.

LONG RANGE PLANNING – BOB & AL

- As mentioned in previous committee reports, Al reminded the Board that all is currently on hold pending the final completion of the diving pool structural repairs.
- A few areas to be reviewed and discussed with regard to long range planning:
 - o We may need a possible swale at the top of the upper pool to be constructed to divert run-off from the top of the hill during heavy rains.
 - o Resurfacing of the original pool floor.
 - o Replacement of the gutter system around the original pool.
 - o Pool's flagpole needs to be repainted or replaced.
 - o Sewer line which was repaired during the past season may need to be completely replaced. Should have a plumber run a TV camera through the sewer line to check and see how urgent the replacement of the sewer line is required.
 - o Discussion around adding an eighth lane to the upper pool and the items needed to be addressed like the stone retaining wall.
 - o Original pool's surface desperately needs resurfacing in certain areas. Those areas need to be thoroughly grounded out to remove all old paint and repainted.

MEMBERSHIP/RULES- ED

Board was updated that all membership and rules remain unchanged and see no changes prior to the start of the pool season.

POOL MANAGER'S REPORT- DREW

Highlights of the comprehensive Drew's report

- Registration to go 'live' in a few days and we look to be in great shape.
- Staff update: reviewed hires / certification dates for lifeguards / salary
- Additional work around \$11,800 (main pool floor - \$9,400 / Set anchors \$1,400 / Patchwork \$1,050 – Estimate. Next steps
 - o Starting Blocks to move forward and need to install Anchors
 - o Next step will be to look at the decking in the upper pool
 - o Last step to do patching of concrete in the non-pool areas
- Drew reviewed items to be completed with on item to obtain a quote for landscaping by the Rodriguez/Brothers

SWIM TEAM PARENTS'REPORT – SHERRY

A discussion took place on placing in new starting blocks for the swim team. A motion was made that Fanny Chapman purchase the starting blocks which will be funded by the Swim Team Funds held by Fanny Chapman. A motion was offered for these starting blocks. Rob approved and Ed second the motion with unanimous approval.

Bob added that he would be providing to Sherry a revision to the Parent's By-Laws for the Swim and Dive Parents Committee.

CORRESPONDENCE – CAROLINE

The Board did not receive any new correspondence. There is one request for membership assistance that was submitted two months ago and the Board agreed that decisions would be made during the April meeting.

OLD/NEW BUSINESS – BOARD

No old or new items brought before the Board

PUBLIC COMMENT - BOARD

No Public Comment provided or given

EXECUTIVE SESSION – BOARD

No executive session required

ADJOURNMENT – CHAIR

AL made a motion that the meeting be adjourned, Brian seconded the motion, the motion was approved unanimously at 8:32 P.M.

Next Board Meeting – March 27, 2023 @ 7:00 P.M.

The minutes are respectfully submitted by Robert Purdy