

**FANNY CHAPMAN BOARD OF MANAGERS
MINUTES OF THE MEETING
APRIL 25, 2022**

In attendance were Christine Harrison, Bob Shaffer, Alan Krach, Robert Purdy, Jim McLaughlin, Ed Walsh, Lori Howard, and Brian Lange. Also present were Doylestown Liaison, Caroline Brinker, Pool Manager, Jim Foster, Student Member, Will Shandlay. Lost in the land of zoom was Mike Petrakis. Absent was Amy Parenti and Carl Corino.

The meeting was called to order by Bob Shaffer:

APPROVAL OF THE MINUTES

The minutes of the March 28, 2022 meeting were reviewed, Christine made a motion to approve the minutes, the motion was seconded by Ed, and the minutes were approved unanimously.

FINANCE - AL & JIM M

The Board reviewed invoices totally \$17,852. Al reported that a majority of the invoices were for the EP Henry wall which has been completed at the lower end of the main pool, advertising the upcoming season and preseason office supply materials. Rob made a motion to approve the payment of the invoices, Jim Mc seconded the motion, and the motion was passes unanimously.

Rob made a presentation as to possible ways Fanny Chapman could reach out to create a legacy through memorials, bequests and gifts. Rob stated that there may be individuals in the community who would like to support the pool, and that support may take form of supporting the maintaining of the physical structure of the pool, its swimming lessons or other areas. Rob pointed out that other institutions in the community have done the same thing, whether it be the "Y" or a church. Caroline told the pool had recently received a check from the Sadowski Foundation. It was agreed that some sort of acknowledgment of any contributions will have to be finalized.

Rob told the Board that some outreach should be done, he stated that it is not totally understood that the pool operates with its own budget, no taxpayer money is used to operate the pool. Brian indicated that the Board might look into matching gifts. The Board understands as the pool approaches its 100th anniversary the pools are getting older and common sense says more upkeep will be needed to the pool's facilities to keep it functioning at a high level.

OPERATIONS - AL, ROB & JIM M

Jim indicated that pool start up is well underway, and no unanticipated problems have arisen. Caroline gave an update on the shoring up of the diving tank. Caroline indicated that Gilmore and Associates has finalized Phase I of the process and that work will be awarded and it is anticipated that the work will be completed well before the start of the season.

Caroline reviewed the process the Borough requires prior to the awarding of a contract for Phase II of the shoring up process. Caroline indicated that Borough Council must approve advertising for Bid for the work, those Bids then need to be reviewed by Gilmore and Associates, the Fanny Chapman Board and Borough Council, after the review insurances and Bonds must be submitted, all this prior to the starting

the work. Caroline stated that all can be done, and the work started by the middle of September.

PROGRAMS - CHRISTINE, BRIAN & LORI

Christine reported that all in ready for the opening on Memorial Day, the head swimming and diving coaches are returning as are the Sterners who will be overseeing the lesson program.

PERSONNEL - CHRISTINE, ROB & ED

Jim reported that he has interviewed and hired 47 swim instructors and 26 full time lifeguards. Jim noted that these are trying times for staffing pools, and last season he was forced to close some pools at various times due to staffing shortages, however, with the completion of the pool's lifeguard certification class held in early June, he anticipates he will be able to complete his lifeguard staff by hiring 14 to 19 part time lifeguards. Jim anticipates hiring additional swim instructors.

Jim addressed the issue of whether or not the Borough has any requirement that the staff needs to be vaccinated. Jim reported that neither the Health Department nor the CDC has not taken a stand one way or the other on a vaccine requirement. Caroline informed the Board that there is no Borough protocol mandated vaccines for its part time employees, Fanny Chapman employees are categorized as seasonal. Al made a motion that vaccines would not be required for the staff, the motion was seconded by Christine, and the motion was approved unanimously.

Jim reported that he planned on have staff start working on cleanup the weekend after the Board meeting. Christine and Jim reported that the final coaching/assistant manager positions had been filled, while tweaking the amount budgeted for the individual positions, the total amount for those salaries approved in the budget were maintained.

PUBLICITY/MARKETING - AMY

Amy was not present; however, she had spoken with Jim, and Jim reported that he went ahead and had two banners made calling attention that this being Fanny Chapman's 95th anniversary season. The banner will be attached to the pool truck which will along with some pool staff be participating in the Borough's Memorial Day Parade.

Jim reported that for the third consecutive month The Observer will be running a Fanny Chapman advertisement, each month it also ran an article about the pool, first about registration, second about the lesson program, and finally in May about the 95th anniversary celebration this year at the pool. Jim reported that advertisements were also run in The Clipper Magazine.

LONG RANGE PLANNING - BOB & AL

In what is becoming a monthly report, Al told the Board that all is currently on hold pending the determination of how much Phase II of the Diving Pool repairs are going to cost. The future wish list includes addressing a possible swale to be constructed at the top of the upper pool to divert run-off from the top of the hill during heavy rains, the resurfacing of the floor of the original pool, and the replacement of the gutter system around the original pool.

MEMBERSHIP/RULES - CHRISTINE & ED

The Board addressed some old business, and discussed the pool's opening time, specifically the pool opening time on weekends and on days there are no swim lessons and not including the end of the season when the pool operates on a limited schedule due to staffing, approximately 45 days. The issue was whether or not to return to a 10:30 AM opening as was the traditional pre-COVID opening or understanding that by opening at 11:00 AM approximately \$2,800.00 in staffing salaries could be saved. Christine made a motion to return to the pre-COVID opening time of 10:30 AM, the motion was seconded by Lori, the final vote was six in favor of opening at 10:30 AM while two Board members abstained from voting on the motion.

POOL MANAGER'S REPORT - JIM

Jim presented a chart showing the staff as hired so far which noted years of service. Jim told the Board a large number of the staff has already committed to returning, there are still a few potential staff that he has not as yet made contact with. Jim explained to the Board that he has been presenting an enhanced listing of jobs to be done and completed prior to the pool opening with the expectation that the Board can use it as guideline when it proceeds without him in the future. Jim suggests the Board consider hiring some sort of registrar in the future to handle memberships and computer uploads.

Jim presented charts detailing the sale of memberships, including for swim lessons and the team. The charts detailed that to this point in time as compared to 2019 and 2021, membership sales are up considerably this year. Jim noted that traditionally the pool has capped memberships in the range of 840 to 850 as there is only so much parking and pool space to safely provide a safe swim experience at the pool. Jim stressed and the Board agreed, the most important thing in operating the pool is that safety is always the highest priority.

Jim reported it was his understanding that Carl would be starting sometime around or slightly after Memorial Day, however currently there is no firm schedule.

Jim informed the Board that the pool office would open April 23rd on weekends. Jim indicated the EP Henry wall at the lower end of the original pool has been completed, Don Kelly has been working cleaning and repainting the pools, and he continues to interview staff.

Jim reported that new furniture is back ordered and will not arrive prior to the opening of the pool, he will have the Fulcrum Guy in to address and adjust the diving pool equipment, staff orientation is scheduled for May 14th, concrete work on the upper pool deck and addressing the draining issue around the new changing room addition is scheduled, staff clothing had been order. Jim also noted the replacement of the lockers in the girl's changing room have been delayed.

Jim stated he anticipated the pool will be ready when Memorial Day weekend rolls in and is excited by the many good staff members who are returning. Jim told the Board the staff always looks forward to participating in the Borough's Memorial Day Parade, and this year it will mark the kickoff for Fanny Chapman's 95th anniversary season.

SWIM TEAM PARENT'S REPORT - MIKE

Mike unfortunately got lost somewhere in the Zoom world but hopefully will be able to find his way out of that nether world for the May meeting. Jim reported he has been in communication with Mike and had coordinated upgrades to the speakers and internet that they will be using this summer.

CORRESPONDENCE

The Board reviewed a fund-raising letter from the Pearl Buck International Leadership Program, and after discussing their request for contribution, the Board unanimously was of the opinion it wanted to stay local in the community and passed on participating in their fund-raising drive.

Letters requesting some assistance from the pool were received from Leigh Trance and Julia Brundage, their requests were discussed, a motion to approve their requests was made by Christine, seconded by Ed and was passed unanimously.

Caroline reported that the pool had received a \$1,000.00 check from the Gregory Scott Sadowski Foundation in memory of what the pool meant to him. A thank you letter will be drafted and sent to the Foundation, and the Board remains committed to finding a way to more permanently honor this gift and other gifts.

OLD/NEW BUSINESS

There was none

PUBLIC COMMENT

There was none.

WILL SHANDLAY - FINAL THOUGHTS

Will addressed the Board on the occasion of his final meeting as his appointment as student member has come to an end. Will thank the Board and expressed his appreciation of his time attending Board meetings as a real learning experience.

EXECUTIVE SESSION

The Board temporarily adjourned at 8:12 PM in order to discuss personnel issues in Executive Session. The Board reopened the public meeting at 8:43 PM.

Bob reported that various personnel issues were discussed during the executive session, however no final action was be taken on those issues.

ADJOURNMENT

Al made a motion the meeting be adjourned, Ed seconded the motion, and the motion was approved unanimously at 8:47 P.M.

Respectfully Submitted

Abk