

## FANNY CHAPMAN BOARD OF MANAGERS

### MINUTES OF THE MEETING

**MAY 23, 2022**

Prior to the meeting Pool Manager Jim Foster took the Board on a walking tour of pool facilities including the filter room where temporary shoring up had been completed

In attendance were Bob Shaffer, Alan Krach, Robert Purdy, Ed Walsh, Amy Parenti, and Lori Howard. Also present were Doylestown Borough Liaison, Bev Walton, Pool Manager, Jim Foster, co-manager, Carl Corino, and Swim Team Representative, Mike Petrakis. Absent were Christine Harrison, Jim McLaughlin, and Brian Lange.

The meeting was called to order by Bob Shaffer at 7:10 P.M.

#### APPROVAL OF THE MINUTES

The minutes of the April 25, 2022 meeting were reviewed, Ed made a motion to approve the minutes, the motion was seconded by Lori, and the minutes were approved unanimously.

#### FINANCE - AL & JIM M

The Board reviewed invoices totaling \$39,037.18. Al reported that a majority of the invoices were for routine pool start up expenses including the cleaning, painting and concrete surface repairs. In addition, invoices were for the completion of budgeted deck repairs, including replacing upper pool concrete to eliminate tripping hazards, the installation of a deck drain near the new changing room to divert rain runoff, and service on the diving board and fulcrums.

It was noted that Jim was reimbursed for a pesticide license fee, and it was explained that the license is required by the state and the pool needs at least one licensed personnel since the handling of chemicals is a function of the pool. The license needs to be renewed every three years.

Rob updated his presentation from the last meeting. Rob stated it was his belief that there are individuals and maybe corporations in the community which might have an interest in making memorials, bequests, and other gifts to the pool, donations which could be crucial in the future to insure that a community facility which is quickly approaching 100 years old, a facility that most certainly will need more and more costly repairs to its infrastructure. The goal is to insure Fanny Chapman will be able to thrive and provide for future generations of swimmers and at the same time keep membership fees affordable.

Rob suggested that possible donors should be given the choice of how their gift might be used, for general upkeep of the pool, for modernization, for lessons, Rob indicated he would email the Board members to ask them for their opinions on how donations should be used and noted that the total number of options probably should be limited a bit to avoid confusion.

Rob stated the Board will have to approve how to acknowledge any and all donors. Suggestions included a brick on the entrance walk as well as perhaps some sort of tiered designation which would

acknowledge the amount of support that had been provided.

OPERATIONS - AL, ROB & JIM M

During the tour of pool facilities prior to the meeting, the Board was able to observe the temporary shoring up of the deck adjacent to the diving tank. Metal supports were installed around the area of the crack in the concrete. It was noted that since the end of last swim season, the crack had been cleaned out and the crack had been periodically measured over the off-season. The positive news was that as measured by the A/E, the crack had not gotten any larger.

Caroline's memorandum to the Board in regard to the dive pool's permanent structural repairs was reviewed. It was noted that the first advertisement for the Bid was to run June 2, 2022, the pre-bid meeting was scheduled for June 23<sup>rd</sup>, the bid opening was set for July 19<sup>th</sup>, the Fanny Chapman Board was to review those bids on July 25<sup>th</sup>, Borough Council's Environment and Recreation Committee would review the bids August 4<sup>th</sup>, and Borough Council could award the bid at its August 15<sup>th</sup> meeting. In a perfect world the construction dated could be set around September 19<sup>th</sup>. While there remains any number of things that could affect the bid process, the Board was pleased that it had been able to carry out its obligation to see that work to permanently address the concrete issues had been set in motion.

Caroline presented a copy of bid documents for the dive pool structural repairs which included the Advertisement for Bids, a tabulation of approximate quantities of the work, and a copy of the bid specifications as prepared by Gilmore and Associates, Inc.

Jim reported that all pools had been filled, all filtration systems were functioning and all that was needed before the pools open was some general cleanup, some pool vacuuming, and, of course, some good sunny weather.

PROGRAMS - CHRISTINE, BRIAN & LORI

Lori reported that there was nothing new to report, all was in place for the start of the season.

PERSONNEL - CHRISTINE, ROB & ED

Jim reported that he has hired 94 staff members so far, that includes 2 lesson coordinators, swim and diving coach, 6 assistant managers, and 78 guards and instructors. Jim indicated that he had about 40 life guards committed for the season and there is a lifeguard certification course scheduled for June 14 to 17 which has 12 signed up for. Jim told the Board he hopes to be able to fill out his guard staff with new hires from that course, he explained he will have full time and part time guards. Jim informed the Board he had a staff orientation on May 14<sup>th</sup> which included 56 attendees and a makeup orientation on May 17 with 26 attendees.

Jim reported that the competition of his supervisory staff had been achieved within the Board's budget projection. Jim told the Board that the staff is young, but he is hopefully that will mean they will be committed to the pool and return for the next couple of years.

PUBLICITY/MARKETING - AMY

Amy reported that advertisements had appeared in the Clipper Magazine and in the Observer, which included a write up about the pool's 95 anniversary season and the opportunity include the pool in an

endowment.

Jim reports the pool will be represented in Doylestown's annual Memorial Day Parade, the staff always looks forward to participating in it, and the new 95<sup>th</sup> anniversary of Fanny Chapman Pools banner will make its public debut at the parade.

#### LONG RANGE PLANNING - BOB & AL

In a continuation of the last couple of committee reports, 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 at the top of the upper pool to be constructed 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.

Jim noted that the pool's flag pole has seen better days, and if he cannot get someone to shimmy up the pole with a paint brush, it may need to be professionally painted or replaced.

#### MEMBERSHIP/RULES - CHRISTINE & ED

No new business, all is ready for the opening of the pool on Memorial Day weekend.

#### POOL MANAGER'S REPORT - JIM

Jim walked the Board through his lists of things yet to be completed and things already completed. Jim indicated he had kept his lists long to include those activities that on an annual basis he addressed as a guide for the Board in the future after he has retired.

Jim told the Board that he needed to replace the refrigerator in the office, he had gotten a proposal of \$1,500.00 for it. Rob made a motion to approve the purchase of a new refrigerator, Ed seconded the motion, and the motion was approved unanimously.

Jim went over the membership numbers and noted that they are far higher than they have been in previous years. As of the Board meeting, there have been 771 family memberships sold as compared to 603 in 2021 and 621 in 2019 at this point of the season. Jim warned the Board that he anticipates he will have to cap memberships at about 850. Jim indicated just as last year, with membership numbers so high, on very hot days, with membership in attendance at the pool, he will have to limit and/or eliminate daily pool guests when the pool reaches capacity. Jim's financial activity summary report, with membership numbers ahead of last year's numbers, look very promising and indicates that the pool is in reaching distance of achieving its preseason budgetary projections.

Jim reported that swim/dive team registrations have already reached 237 with another 87 signed up for team tryouts. Jim anticipates a team of 300 members. Swim lesson registration has reached 625 this year as compared to 502 in 2021 and 621 in 2019 at the same time.

Jim reported his enthusiasm with his staff this season, he acknowledged that it is a young staff, but he thinks it is a quality staff that he hopes will be with the pool over the next couple of years. Jim assured the Board that everything is in place for opening day, Saturday May 28<sup>th</sup> at 10:30 A.M.

Jim reported that staff suits and equipment has arrived, some final cleanup is necessary, but will be completed in time. Jim indicated in addition to staff orientation, he will conduct a meeting with this season's managers which will include going over the pool's emergency action plan, what to do, including in the event of the necessity to lock down the pool whether it be for weather or police action. Jim reported to the Board that memberships are checked at the door for everybody and included in the computerized entry system are photos of all members.

Bob questioned Carl if he had contacted Don Kelly in order to set up a time when he could train him on filter room systems including backwashing procedures. Carl indicated that he had not yet, but would soon, and did not anticipate any difficulty getting up to speed with the systems. Jim's checklist indicated that Carl would start June 1<sup>st</sup>, evenings and every other weekend until June 22<sup>nd</sup>. Carl told the Board that his school year does not end until June 22<sup>nd</sup>, and his school is located in New Jersey. Carl informed the Board he does have a first aid license.

#### SWIM TEAM PARENTS' REPORT - MIKE

Mike reported preparations for the season are progressing, and all suits and caps have been purchased. Mike reported that the league had raised the fee per team swimmer from \$5.00 to \$6.00 this year. The league has updated timing watches. Mike stated the team has updated its logo to include recognition of the 95<sup>th</sup> anniversary of the pool and its theme of a day for giving.

Mike reported that Fanny Fest has been scheduled for Sunday July 10<sup>th</sup>. Mike indicated there are reports that this will be Warrington Swim Clubs (Barness Pool) last summer. Mike acknowledged that they may have as many as 109 tryouts this year for the team.

Mike anticipates a team of 300 swimmers, there will be 4 home meets with Towamencin being the second and toughest meeting. Mike stated that the league had decided to schedule the "C" meet for another league pool and will not be held at Fanny Chapman.

Mike stated the 1<sup>st</sup> annual Fanny Chapman golf outing will be held on July 18<sup>th</sup> and are hoping for between 80 to 100 golfers. Mike indicated profits are scheduled to be put into an endowment which might in the future be used for swimmer scholarships. The team is anticipating in participating in a charity event, a food drive or a cancer charity. Mike reiterated the team's commitment to a day of giving.

Mike stated that there is thinking that the pool record board needs replacement as it has become a bit weathered. In addition, Mike indicated this year's meets will be live streamed with announcers.

#### CORRESPONDENCE

The Board received an email from someone requesting membership assistance, a motion was made to have Jim contact the individual, determine exactly what assistance she is requesting, and provide her with that assistance by Amy, it was seconded by Ed and approved unanimously.

#### OLD/NEW BUSINESS

There was none.

PUBLIC COMMENT

There was none.

EXECUTIVE SESSION

There was none.

ADJOURNMENT

Al made a motion the meeting be adjourned, Lori seconded the motion, and the motion was approved unanimously at 8:09 P.M.

Respectfully Submitted

abk