

Fanny Chapman Pool Board of Managers

Minutes of the Meeting

June 24, 2024

Attending: Brian Lange, Alan Krach, Rob Purdy, Lori Howard, Mike Petrakis and Rebecca Masters. Also present were Pool Manager Drew Sterner, Borough Liaison Caroline Brinker, and Student Member James Shandlay

Absent: David Ricci, Ed Walsh, Amy Parenti

Also in attendance was Sherry Petrakis, Swim and Dive Team

The meeting was called to order at 7:00 by Brian.

Approval of the Minutes

The minutes of the May 20, 2024 meeting were reviewed. Alan made a motion to approve the minutes, the motion was seconded by Becky, and the minutes were unanimously approved.

Finance – Al, Brian & Rob

The Board reviewed invoices totaling \$28,308.55. Alan noted the \$1,125 paid for the pool leak detection. The remaining invoices were routine expenditures and budgeted costs. Mike made a motion to approve payment of the invoices, the motion was seconded by Alan, and the motion to approve payment of the invoices was unanimously approved.

Caroline noted the Statement of Revenue and Expenditures was reported as of June 18th and reflects total revenue at 99.25% of budget with Family Tickets, Individual Tickets, and Swim Team revenue over budget. Swim Lessons are at 96% of Budget, \$2,000 under last year. Drew reported that registrations for lessons are still coming in and the expectation is to meet the budget goal by the end of June. Drew also reported that guest ticket sales for the past week were \$27,000. Mike asked about the Martha Mercer Trust shortfall. Caroline explained the trust pays quarterly and the next \$6,000 payment will post by the end of June.

Operations – Al & Rob

Al noted the pool floor was coming up again. Drew continues to patch the trouble spots and said it cannot be repaired until the pool is drained. Al asked Caroline to contact Gilmore & Associates to schedule a review to attain a reparation estimate.

Caroline included the 2023 Annual Risk Survey report in the packet. The issues noted last year were addressed including the parking lot railroad beam removal, No Diving Stencils, Chemical Room product identification, and water heater leak. There are no open items from the 2023 report that are Fanny Chapman's responsibility. Caroline will check on the status of any Borough areas cited. The 2024 risk review is scheduled for July 9th.

Caroline reported the Code of Conduct was reviewed and approved by the Borough Council Committee. Caroline will email the Code of Conduct to the Board Members to be signed and returned by the July 22nd meeting.

Programs – Lori & Becki

Lori and Becki had nothing to report.

Personnel – Rob, Ed and Lori

Rob said he will be working with Drew to create job descriptions for the (6) staff roles that do not currently have a job description: Head Swim Coach, Head Dive Coach, Meet Director, Swim Lesson Mangers, Registrar Bookkeeper.

Rob and Drew reported two separate near drowning events during the first week. They were both day pass guests struggling in the deep end of the pool. Drew stated the guards on duty immediately recognized and responded to the situation in both cases and rescued the individuals.

Brian noted the Hours Comparison Report 2023 to 2024 reflects hours/earnings totals less than last year. Drew said the report will be updated by next meeting and will show the increase in both. Caroline said the timing of the payroll periods and Memorial Day weekend caused the discrepancy as well.

Publicity/Marketing – Amy & Dave

Amy and Dave communicated there was nothing to report.

Long Range Planning – Alan

Alan will meet with Brian and Drew by the end of the season to create a priority list for future projects. The resurfacing of the original pool floor will be addressed this year. Projects to include in this review are: the construction of a swale at the top of the upper pool to divert run off following heavy rains, the resurfacing of the original pool floor, the original pool gutter system replacement, repaint or replacement of the flag pole, the addition of a lane to the upper pool, upper pool seating construction options.

Membership Rules – Ed & Becki

Becki had nothing to report.

100th Anniversary Celebration – Rob, Amy, Becki & Alan

Becki has met with the Mercer Pottery and Tile Works and they are very willing to generate the 4x4 tiles for the event and the larger commemorative tile for display in the lobby. Becki also met with the Doylestown Hospital Development Director to review what has been successful and what has not for their events. Alan has developed a list of key people to discuss and help plan the event and is coordinating a time and place to meet.

The committee feels the celebration will extend for the season and not be just the onetime event.

Pool Manager's Report – Drew

Drew confirmed Caroline's previous reporting of strong revenue numbers and stated that memberships are still being sold, lesson registrations are continuing and day pass sales are very strong. Rob asked about capacity and Drew stated the capacity max of 771 in the water but estimates we have had at or slightly above 1,000 people throughout the day. Drew says the pool is still safe with that attendance. The Swim Team is doing great and lessons are going very well.

Drew reported on the strong performance of the acid pumps installed. They manage the chlorine levels more efficiently than the CO2 pumps and are more cost effective. One filter blew and was repaired by

Don Kelly, which significantly reduced the cost. The sewer line blockage was repaired. The leak at the Upper Pool will continue to be patched and then sealed during the off season. During the first week the men's room exhaust fan broke and is being repaired, and the women's room drain required repair.

Drew reported that the staff scheduling application has worked very well and has greatly reduced the manual paperwork and management it previously required. Caroline will research new hire software options to replace the current manual system. There has been 1 in-service guard training that will be followed by two additional trainings in the coming weeks.

Rob added that Drew had implemented a grievance form procedure for pool complaints. It has not been used yet but the process has been communicated.

The annual insurance inspection will be July 9th. Rob stated a Cyber Security Plan is now available.

Swim Team Parents' Report (Sherry provided minutes for the meeting)

Sherry presented the highlights of the Parents Board meeting held on May 28th. Sherry thanked the Fanny Chapman Board and the Borough for the new shed. Shelves were ordered to organize the food inventory. The shade from the trees and the shed vent has helped maintain a comfortable temperature.

The team has 318 athletes that includes 21 divers. The first meet was the Blue and White away meet which provided opportunities to assist volunteers and staff with some of the changes this season.

The colored lanyards introduced this season to help identify volunteers worked very well.

Sherry was informed that a Borough employee was made the Bucks Mont League representative, historically it has been the President of the Team Board.

Two home meets are this week, June 25th and June 27th. Volunteers are welcomed.

Correspondence – None

Old/New Business

Caroline provided details of the Harrison Scholarship Account as of 12/31/2023. The balance at that time was \$6,503.20. Distributions for the current 2024 season for lessons and membership assistance total \$770.00

Adjournment

At 8:05 pm, a motion was made to adjourn the meeting to Executive Session to discuss Personnel. (Petrakis/Krach). No action will be taken after Executive Session.

Executive Session - Personnel

A discussion was held during the executive session, but no action was taken at this time.

Alan made a motion to adjourn the meeting, Brian seconded the motion, and the motion to adjourn was unanimously approved at 8:21 PM.

Respectfully submitted,

Lori Howard