

FANNY CHAPMAN BOARD OF MANAGERS

MINUTES OF THE MEETING

JUNE 27, 2022

The meeting was called to order by Bob Shaffer at 7:01 P.M. Bob introduced Mason Lange, the newly appointed student member of the Board. Mason told the Board he was a junior at LaSalle and participated in their football and baseball teams.

In attendance were Bob Shaffer, Alan Krach, Robert Purdy, Ed Walsh, Lori Howard, Brian Lange, Christine Harrison, and Jim McLaughlin. Also present were Doylestown Liaison, Caroline Brinker, Pool Manager, Jim Foster, and Swim Team Representative, Mike Petrakis. Absent was Amy Parenti.

APPROVAL OF THE MINUTES

The minutes of the May 23, 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 & BRIAN

The Board reviewed invoices totaling \$55,951.03. Al noted money had been spent with the PA Department of Human Services as all new hires are required to undergo background checks. In addition, invoices had been received from Gilmore Associates for their oversight of the dive pool repairs along with the final billing for the pool's preseason routine opening costs. Caroline pointed out the largest invoice, \$15,6504,00. had been for insurance reimbursement. Al made a motion to approve payment of the invoices, Rob seconded the motion, and the motion was approved unanimously.

Caroline called the Board's attention to the annual Statement of Revenues and Expenditures report form and noted that with the rising inflation costs associated with doing business will result in certain budgeted items going over budget such as fuel oil. It was noted the over budget was not large and will be covered with the membership monies collected over budget this season.

Jim and Caroline reported that membership fees collected continue to run above budgeted estimates, and a full report of the revenues would be included in the Pool Manager's report.

Rob reviewed his submission regarding creating legacy gifts for Fanny Chapman. His report is still in the formulation stage. Rob, Bob and Brian indicated that there is a strong possibility that individuals in the community may have the desire to donate monies to the pool out of

appreciation of what it had meant to them while growing up or as a means to support the local community. Understood by the Board members is that Fanny Chapman is now 95 years old, its infrastructure is understandably aging and is in need of increasingly costly maintenance to keep it operational, and since the pool is currently funded solely through membership fees, efforts should be looking into to help defray those cost and at the same time help keep membership fees affordable for the public.

Rob suggested that anyone making a contribution to the pool could be provided with options as to where they would like their contribution credited, options such as Capital Improvement, General Purposes, or for hardship request or swim lessons. Rob believed strongly that all contributions must be recognized, what was still to be determined was how to recognize those contributions, and perhaps establishing a tiered acknowledgment for larger donations.

Bob and Brian indicated that it would be important that when the program is finalized it must be publicized so that the option to donate to the upkeep of Fanny Chapman becomes known throughout the community. Individuals would be able to earmark donations for specific purposes, perhaps some corporation might offer matching grants. Rob stated his outline is still undergoing tweaking, but it is a good starting point.

Caroline assured the Board that prior going into effect she would submit the Board's plan to the Borough's solicitor for review and comments.

OPERATIONS - AL, ROB & JIM M

Caroline reported that the temporary shoring up of the concrete support beam under the decking adjacent to the dive tank had been completed.

Caroline informed the Board that the Bidding process to complete permanent repairs to the concrete support beam along with other identified areas of concrete deterioration is still on track. Caroline reported there had been a nonmandatory pre-bid meeting at the pool which had been attended by four interested contractors, and the bid opening is scheduled for July 19th. Following the bid opening, Gilmore Associates are to review the bid submissions and make a recommendation of how to proceed, the bid information would be reviewed by the Fanny Chapman Board at its July meeting, if approved then be sent to Borough Council for review and it acceptable a Notice to Proceed can be issued. Again, all remains on course for work to start in September after the pool has been closed for the season.

Jim noted that during the pre-bid walk through, contractors wanted it understood that certain pool materials which are stored in areas where work will be scheduled to be completed must be moved. Jim asked that Gilmore confirm for him which areas will have to be cleared so that can be accomplished near the end of the season while he still has staff available to move things.

PROGRAMS - CHRISTINE & LORI

Christine reported that sign-ups for the lesson program have been a tremendous success, swim lesson registrations currently stand at 751, up from 654 who had registered for lessons in 2021, and only slightly down from the 784 who had registered for lessons in 2019, the last year prior to the arrival of the COVID pandemic.

Christine informed the Board that she had only heard positive things about the staff that Jim has assembled.

PERSONNEL - CHRISTINE & ROB

Jim reported that this year's staff is a bit younger than last year's but noted that hopefully that will result in an increased number of returning staff members in the upcoming years.

Bob reviewed with the Board the steps that had been taken with Carl. Bob indicated that with Carl's busy professional and family schedule it became apparent to everybody that Carl did not have the time necessary to dedicate time to the pool or to take on the responsibilities as a co-manager of the pool. Bob reported he had withdrawn the Board's offer of the position, and in an exchanged email Carl acknowledged it was a relief to be relieved of his commitment to serve as co-manager.

That resolved, Jim told the Board that he was working on a two-man pool manager rotation. Jim informed the Board that a current Fanny Chapman employee, Luke Cimasky, has been acting as his co-manager in the absence of anyone else. Jim reported that Luke has been performing his job, but has stepped up as a co-manager, he has been supervising staff every other weekend. Luke had been accepted by the other staff as a supervisor, he has become a valued assistant for Jim, and in reality, he has been doing the co-manager role while being paid as an assistant office manager. Jim requested that the Board address Luke's compensation, the Board had budgeted for a co-manager who never started to be paid, and since Luke is more than satisfactorily assisted him and has become a valuable relied upon employee, he suggested that Luke get paid for the job he is actually doing. Al made a motion that Luke be paid in accordance with the payment schedule which the Board had previously approved for the co-manager, Rob seconded the motion, and the motion was approved unanimously.

Bob informed the Board that a search for a new pool co-manager is continuing. Bob indicated that he hoped to have a formal job description, revised with qualifications and any certifications required, available for review at the Board's July meeting.

PUBLICITY/MARKETING - AMY

Caroline passed around a copy of the July 2022 The Cardinal, of note there was a front-page

color picture of Jim Foster and a two-page article detailing his job at the pool. Jim, who has been Pool Manager for 16 years spoke of his role and the pool's role in the community. Al stated the various pool Board of Managers over the years have been fortunate to have Jim representing themselves and the pool to the community.

It was decided that the pool would officially commemorate the Pool's 95th anniversary celebration on Saturday July 23, Christine volunteered to coordinate refreshments, sheet cake/donuts, water ice, for the event, and she indicated she could dust off her comments that she made at the 90th anniversary celebration.

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. In addition, the pool's flagpole has seen better days, and if Jim is unable to get staff to shimmy up the flagpole with a paint brush this summer, the pole may need to be professionally painted or replaced.

MEMBERSHIP/RULES - CHRISTINE & ED

Christine reported that family memberships have been sold out and there is currently a waiting list for new members wanting to join the pool. Jim indicated that the pool had been so crowded on Memorial Day weekend that he had to stop admitting guests not accompanied by members. Jim stated he foresaw the probability that in to future this summer, on hot crowded days, guests will have to be denied admittance.

Christine stated pool rules are being enforced, and she saw no need at this time for any changes to them.

POOL MANAGER'S REPORT - JIM

Jim reported that total memberships have exceeded budgetary projections, this year the pool had sold 844 family memberships, equal to what was sold last year. Jim indicated that there were 1,600 individuals in and out of the pool over the Memorial Day weekend, probably more than he should have allowed, in the end he ultimately cut off membership sales and stopped daily swim quest sales. Jim stated that total revenues collected so far this year points to a banner financial season. Jim also informed the Board, with the pool so crowded, he would be restricting walk in guests, however he was still permitting members to bring in guests.

Jim spoke to the Board in regard to what he termed as legacy pool members, pool members who have been members of the pool some over 5 years (3), others over 3 years (6) and even others 1 year (8). Jim thought it was important that those previous members who form the basis of the Fanny Chapman community should be permitted to purchase new memberships even though they were late this year and did not attempt to purchase a membership until family memberships had been cut off. The Board discussed the matter, and it was unanimously decided that previous members should be permitted to join the pool. Those who only applied for membership for the first time this year would be placed on a waiting list. The Board discussed whether it should close all new memberships for a 30-day period at the start of the season to allow for all returning members to secure their memberships, that discussion will continue as no final decision was made on it. Rob suggested there should be a way to get this type of information to the Board so decisions can be made more frequently than at the monthly Board meeting.

Jim reported that there are over 300 swimmers on the swim team and they are expected to have a strong season with the Towamencin meet anticipated to be the toughest.

Jim reported all was going smoothly with the lesson program being run by Spencer and Courtney Sterner this summer. Jim informed the Board the Spenser was taking a job in Altoona next year and would not be returning, however Kim Sterner, Courtney's mother has committed to replace her son next year.

Jim reminded the Board that an old problem has again plagued the pool as parking during busy days is at an absolute premium.

SWIM TEAM PARENTS' REPORT - MIKE

Mike reported that the team held its annual Blue and White meet using it as a chance to educate the youngest swimmers as to meet protocol. Mike stated that the upcoming Towamencin meet promises to be the toughest of the year.

Mike reported that the team golf outing has been scheduled for July 18th, they anticipate sixty or more golfers who will pay \$125.00 each, there will prizes, corporate sponsors, and lunch.

Mike reminded the Board that the Fanny Fest was scheduled July 10th which is one week after a meet sponsored by Souderton.

Mike stated the Parents are looking into updating the pool record board, possibly replacing the existing boards with an electronic board which could list pool record times as well as posting messages. Mike stated the Parents have discussed the possibility of creating a pre-team, 4- and 5-year-olds who might swim a couple of heats prior to meets. Mike reported that with the cost of things they are challenged with providing gifts for team members.

Mike stated that Jim has been very supported of team operations this year as always.

CORRESPONDENCE

The Board received a letter from Candice Cipoletti, a previous family member who was late in purchasing her membership this year following several medical issues. Bob reported that Ms. Cipoletti's request had been addressed earlier in the meeting.

The Board received a thank you letter from Misty Watson.

The Board received a request in regard to a membership for a 7-year-old, and another request in regard to a disabled senior and a caretaker membership, Christine made a motion to approve their requests, the motion was seconded by Lori, and it was approved unanimously.

OLD/NEW BUSINESS

Caroline reported that she had received an email from the sponsors of the annual Fido Float asking whether they needed to appear at a Board meeting to get approval for their annual event. Caroline informed her the event is already on the season calendar therefore it would not be necessary for her to appear at a Board meeting.

PUBLIC COMMENT

There was none.

EXECUTIVE SESSION

There was none.

ADJOURNMENT

Al made a motion the meeting be adjourned, Ed seconded the motion, and the motion was approved unanimously at 8:11 P.M.

Respectfully Submitted

Abk