

**FANNY CHAPMAN BOARD OF MANAGERS  
MINUTES OF THE MEETING  
OCTOBER 23, 2023**

The meeting was called to order by Bob Shaffer at 7:00pm. Present were Bob Shaffer, Lori Howard, Rebecca Masters, Dave Ricci, Amy Parenti, Rob Purdy, and Alan Krach. Joining the meeting via Zoom was Doylestown Borough liaison Caroline Brinker. Also present were Beverly Walton from Doylestown Borough, Drew Sterner, Pool Manager, and Nick Gialias, Swim and Dive Team Parents Association Treasurer. Absent were Ed Walsh and Brian Lange.

APPROVAL OF THE MINUTES

The minutes of the September 25, 2023 meeting were reviewed. Lori made a motion to approve the minutes, the motion was seconded by Dave and the minutes were approved unanimously.

FINANCE - ALAN & BRIAN

The Board reviewed invoices totaling \$7,037.37. Caroline pointed out that the bill from the Central Bucks Regional Police Department for the crossing guard during the lesson program was received at \$2,487.76. Alan noted the remaining billings were for routine operating expenses for the pool. Alan made a motion to approve the payment of the invoices, the motion was seconded by Amy, and the motion was approved unanimously.

Caroline reviewed her 2024 preliminary budget assumptions which had been included with the Board packet. Caroline explained she based her assumptions on this year's budget, being conservative in her projections since each year revenues vary somewhat. Noting the Board had approved moving up the membership discount period to April 15<sup>th</sup>, her figures indicated a possible increase in revenue. Caroline indicated she calculated salaries based upon the Borough anticipated increases. Caroline asked the Board to review the budget assumptions prior to next month's Board meeting as the budget needs to be approved then so that it can be sent on to the Borough's finance committee overseeing the pool and then onto the Borough Council for a final vote to approve the 2024 Budget.

Caroline noted that salaries could be adjusted before the final Board budget it approved. Caroline included a history of the pool's membership fees from 2016 to 2023, she also included a list of proposed 2024 Capital Purchase Requests totaling \$70,200.00 which Drew had forwarded to her which the Board will need to review and approve prior to the final approval of the budget. Caroline also included a copy of the Pool's Revenues over the last 3 years as a guide for the Board to consider prior to approving the final budget for 2024. Caroline asked the Board to review membership fees to see if they might want to adjust any fees prior to the submission of its budget to the Borough.

Drew told the Board he would review his requests for capital expenditures during his Pool

Manager's Report.

Rob suggested that a line should be added to the Pool's revenue report with the anticipation that eventually some money will be received toward the endowment program and/or the 100<sup>th</sup> anniversary celebration.

Drew expressed his recommendation that the guest fee charge be increased as it has not been raised in many a year and is out of step with what other surrounding pools charge.

OPERATIONS - ALAN & ROB

Alan indicated the pool had been shut down for the year and Drew indicated Don Kelly had completed winterizing the filter rooms.

PROGRAMS - LORI & BECKI

The Committee had nothing to report as operations have concluded for the year.

PERSONNEL - ROB & ED

Drew reported he anticipated starting to get commitments from this year's staff for next year starting after the first of the year. He anticipated some changes, but since last year's staff was relatively young, he believes he will be able to fill out the staffing.

PUBLICITY & MARKETING - AMY & DAVE

Amy questioned the fee that the Board has been paying Gary MinIcieli/MProven, wondering if the Board is getting enough back from its investment. Amy wondered if the information it has been receiving from Gary could be more specific, it follows clicks on the sight, but there is no way to confirm that those clicks on the sight actually lead to memberships sold. Bob advised that Gary's fee also includes his buying media time for the pool. Bob agreed it would be useful if the information Gary provides could be tied to memberships purchases.

LONG RANGE PLANNING - BOB & ALAN

Alan indicated it was confirmed through the camera study of the sewer line that a replacement of the sewer line is not necessary. Becki stated that the improved WIFI and FACEBOOK access must be included in this year's capital purchase expenditures, the time for that is now.

Alan reminded the Board the list of future wish list items contains the construction of a possible swale at the top of the upper pool to divert run-off following heavy rains, the resurfacing the floor of the original pool, the replacement of the gutter system around the original pool, the repainting or replacement of the flag pole, the addition of a lane to the upper pool, and the construction of seating, perhaps benches, into the hill above the upper pool.

Bob and Drew thought that the original pool's flooring should be patched again prior to the start of next season, but serious thought should be given to the prospect of resurfacing the floor of the pool, at least from 4 foot to the shallow end prior to the 100<sup>th</sup> year celebration at the pool.

#### MEMBERSHIP & RULES - ED & BECKI

Becki indicated with the season over no changes were necessary at this time. Caroline reminded the Board any changes to membership fees should be discussed and determined at the November meeting.

#### 100<sup>TH</sup> ANNIVERSARY CELEBRATION - ROB, AMY, BECKI & ALAN

Rob reported that the committee had its preliminary meeting just to start to get some thinking in regard to the celebration as it is now on the horizon. Amy indicated the date set preliminary set for the celebration was the Sunday before the original dedication of the pool in 1927.

Rob indicated another meeting has been set for November.

#### POOL MANAGER'S REPORT - DREW

Drew reported that Don Kelly recommended Kevin McAndrews for the necessary concrete work which will be scheduled prior to the start of next year, other work needed to be addressed is the repair of the door frame in the pump room, replacing the sand in the filters for the dive, upper, and lower/new pool filters, and the installation of flow meters. Drew reminded the Board that the completion of the filter room and garage painting which was awarded last year as a two-year project will be completed in the spring. Additional necessary work to be completed includes the resurfacing or replacement of the 3-meter diving board, repairing the women's locker room roof leak, fixing the water fountain at the upper pool, repairing the toilet in the family restroom, and completing a facility electrical inspection by next April.

Drew informed the Board that he is recommending increasing the number of family memberships to 860 next season, an increase of approximately 20 family memberships, he is comfortable that the Pool can handle the increase. Drew also recommended the doubling of the soda/water prices to \$2.00 since records indicate they have not been raised in over a decade. Additionally, Drew thought the price of non-guest day passes should be raised to \$20.00.

Drew told the Board he plans to set up a meeting with Caitlin at the Borough to get some guidance on how to make best use of the Pool's Facebook account.

Drew reviewed his proposed capital expenditures and repairs for the new budget, some things are routine and deal with the replacement of worn-out equipment such as tables, chairs and

umbrellas (\$8,000.00), other necessary purchases include staff clothing, guard rescue supplies, and the purchase of a new battery and remote for the access chair lift.

Drew recommended another year of patching the floor of the main pool, purchasing a pressure washer, replacing the CO2 system at the pool with acid pumps as they are more efficient in controlling PH in the pools. Drew told the Board he still needs to get a quote from Don regarding the pre-season prep for the pools, for the repair of the women's locker room roof and for the concrete repairs near the dive bleacher area.

Drew indicated he is still awaiting direction from the Board as to the status of a storage shed for the parents association. Drew reported that the swim team meet director has resigned from her position and a replacement will have to be found. Finally, Drew reported his plans to proceed with the needed upgrades to the pool's WIFI system, it is essential for swim meets.

#### SWIM AND DIVE TEAM PARENTS' REPORT - NICK

Nick, the Treasurer of the Swim and Dive team parents organization, was present representing the parents, and told the Board it had been a good year, swimming and financially. Nick indicated they hoped to improve their financial practices before next year, specifically better organizing how organization fees are collected and secured. Nick believes the improved WIFI will assist in collecting money. Nick stated his hopes of more efficiently collecting volunteer checks (for not volunteering). Nick admitted it has always been challenging to collect fees for the invitational meet. Additionally, Nick inquired if there may be some way to have the credit card used to purchase memberships being shared with the parents association so that they don't have to chase down 250 to 300 families to secure their payments.

Drew indicated that payments could possibly be directed through team unified, stating that cannot be done currently through sportsman, the software currently in use. Drew did not think changing over systems would be more than a couple hundred dollars.

Nick reported complaints received from swimmers early in the season that the water is too cold, he wondered if there is a minimum standard for the temperature of public swimming pools. He did not know if a solution exists for the problem, but suggested the installation of propane heaters or purchasing pool covers to keep the water temperature up. Drew indicated installing propane heaters for the pools is not feasible, the long run of piping from the pools to the filter room would be too inefficient. As for pool covers, Drew told the Board they would be inefficient, be difficult to use with lane lines in the pool, and they would be cost prohibitive as with wear and tear they would need to be replaced every year. Bob noted pool temperature was not listed as a problem on this year's survey which had been completed right after the pool shut down for the season.

Nick presented a copy of a proposal the parents received for a storage shed from Country Tyme Sheds. Nick indicated the shed would be 8' x 12' (\$2,992.00), it comes with (\$720.00) or without an electric package, and it needs a stone base installed (\$1,021.00) before the shed

could be put in place. Nick told the Board it was needed to storage items donated for the snack bar for swim meets. Drew confirmed the 9' x 12' shed is the same size as the existing shed at the upper pool, and there is room for it below the upper pool water fountain and inside the fence, and an electric box is nearby.

Bob asked Nick to get back to Sherry and the parents' association, the Board would like more specific details, an explanation of exactly what they want, what the shed would be used for, does it need to have electric and/or windows. Bob told Nick the Board would need that information before the next Board meeting to be held in November.

Nick stated the Buxmont Swim League held its latest meeting on October 11<sup>th</sup>, that a committee of coaches and officials would meet to discuss rules for the upcoming season, a preliminary schedule of next year's meets was provided to the Board. Nick confirmed that Kristen Mangan, this year's Meet Director had resigned and a new Meet Director will need to be found.

#### CORRESPONDENCE

There was none.

#### OLD/NEW BUSINESS

There was none.

#### EXECUTIVE SESSION

A discussion was held, but no decisions or action was taken.

#### ADJOURNMENT

Alan made a motion the meeting be adjourned, Becki seconded the motion, and the motion was approved unanimously at 9:03 P.M.

Respectfully Submitted

aBk