

FANNY CHAPMAN BOARD OF MANAGERS

MINUTES OF THE MEETING

OCTOBER 24, 2022

The meeting was called to order by Bob Shaffer at 7:01 P.M. Present at the meeting were Bob Shaffer, Ed Walsh, Christine Harrison, Brian Lange, Amy Parenti, Lori Howard, Jim McLaughlin, and Alan Krach. Robert Purdy attended via Zoom. Also present were Doylestown Borough Liaison, Caroline Brinker, Swim Team Parents representatives Mike Petrakis and Sherry Petrakis, and Kim Sterner.

APPROVAL OF THE MINUTES

The minutes of the August 22, 2022 meeting were reviewed, Ed made a motion to approve the minutes, the motion was seconded by Christine, and the minutes were approved unanimously.

FINANCE - AL, JIM, & BRIAN

The Board reviewed invoices totaling \$8,995.98. Al noted all the invoices were for normal routine expenses with the exception of the \$2,898.00 which was from Gilmore & Associates for their work in overseeing the diving pool concrete repairs.

Caroline confirmed that no invoices have been received from Consolidated Systems, Inc. for work on the diving pool repairs as work has not, as yet, been started.

Rob reviewed his work on creating a Fanny Chapman Legacy. Rob indicated that final work on creating a legacy is not yet complete, so any Board member who may wish to supply some input into its final form are welcome to submit their suggestions. There has been an issue raised with the possible inclusion of allowing the donation of personal property, the feeling being there may be too many issues with doing so, so that will be eliminated. Caroline told the Board that the final approval of a legacy process must be approved by Borough Council. Rob indicated that the Fanny Chapman November Board meeting will be November 28th, he expressed his hope that the final form of the legacy process would be approved at that meeting, it could then be sent on to the Doylestown Borough Council's Environment and Recreation Committee for their review prior to being placed on Borough Council's agenda for final approval at its December regular meeting.

Included in the Board's October meeting documents was an email Caroline received from Curtin and Heefner, the Borough's Solicitor, with some suggestions including the possibility of running the proposal for the legacy past the Planning Commission as the program might be considered a capital improvement program. Included in the Solicitor's email were other suggestion in regard to a couple of conflicting statements.

OPERATIONS - AL, ROB & JIM M

Caroline reported that no work has, as yet been started on the diving pool concrete repairs. Caroline indicated that Consolidated Systems, Inc's. submittals have been received but have not yet been approved. Caroline told the Board that test results on products to be used in conjunction with the work

are expected to be received later in the week.

Caroline did indicate that it had been hoped that the work would have been started by the end of September, so as far as that, work is a bit behind schedule. Bob was concerned that there should be sufficient retainage held back from the contract to cover any potential loses down the road. Caroline reported no payments have been made to the contractor, and she was sure that Gilmore & Associates would withhold any retainage in accordance with contract documents.

Bob asked Caroline if she could contact Gilmore & Associates in order to find out at what temperature, specifically the low temperature at which the manufacturer suggests the products should not be used, and how that issue would be addressed with freezing temperatures just around the corner. Caroline stated she would contact Gilmore & Associates and would forward their answer to Board members via email as soon as she had their response.

Bob called the Board's attention to a letter which had been received from Don Kelly which itemized various off-season repairs which he had discussed previously with Jim Foster. The work included filter room work including moving work benches, replacing a dive pool motor, installing a new main pool fill valve and sump pump, installing a new baby pool underground fill valve, constructing new guard stands, removing old lockers and installing new lockers in the girl's locker room, and repairing the upper pool water fountain. Of most concern to Bob and Al was the removal of the existing flange bolts and replacing them with 72 new stainless-steel bolts, washers and nuts. It was noted the failure the bolts on one of the flanges almost resulted in the emptying of the upper pool into the filter room which could have resulted in a catastrophic loss of equipment and could have closed to pool for an extended period of time. Jim M made a motion to approve Don's proposal for off season work, the motion was seconded by Brian, and the motion was passed unanimously.

PROGRAMS - CHRISTINE & LORI

Christine indicated that she anticipated that programs would be run mostly as they had been run the past year. Once exception was, Christine stated that she needs to get some input from Tanya in regard to her request for a beginner team lesson/practice time and just where it would fit into the pool's existing schedule.

Sherry told the Board, the thought was for a pre-team for young swimmers who do not make the team, the thinking being, someone did not make the team this year, they could practice, make them feel that they are still a part of the team with the hope they improve, and as they improve become a part of the team in the future. Amy indicated it would be important to have everything decided by January because pamphlets will need to be produced and by March 1st information regarding the pool's 2023 year will need to be made available to its membership.

Bob remembered the Board had been approached by an individual who was looking for pool time in order to offer an instructional lesson to disabled individuals. The lesson/course would be offered in mid-August and taught by a disabled certified volunteer. Various Board members asked questions in regard to liability, would the course be covered by pool and Borough insurance, and would it be possible to have participants sign a waiver prior to their participation in such a lesson/course.

PERSONNEL - CHRISTINE & ROB

Bob reported that the Board is still looking for a replacement for Jim Foster. Bob indicated that one of the pool's neighbor, Marc Galietta, had inquired into the position. Rob asked if the Board had received a resume from him, apparently, they had received an informal resume including that he was a Lehigh graduate. Bob and Rob indicated their intention to reach out to Marc and set up a formal interview with him to determine his interest in the position.

Bob acknowledged that the Board had received a formal retirement letter Jim Foster.

PUBLICITY/MARKETING - AMY

Amy told the Board it would be important for the Board to publicize the establishment of the legacy program once it is formally in effect. Amy stated that the Pool's website would have to be updated. Additionally, it was suggested that perhaps some outreach could be initiated to corporate and business interests with the noting that no tax dollars are used to run the pool operations, and, at its age, Fanny Chapman will be needing more and more expensive renovations just to keep operating.

Of course, the Board should continue to ramp up plans to advertise the Pool's upcoming 100th anniversary.

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 completion of the diving pool concrete repairs as the contract had been awarded for \$238,246,50 and the possibility that additional work may be found in the course of the contracted work.

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 will need to be repainted or replaced. Also, Jim reminded the Board that the sewer line which was repaired this summer may need to be completely replaced and that may involve demolition of decking around the new pool. In addition, the floor of the original pool may need to be checked out by an A/E to determine exactly what steps the Board may take prior to proceeding with the project.

MEMBERSHIP/RULES - CHRISTINE & ED

Christine told the Board she anticipated no changes in the existing rules.

POOL MANAGERS REPORT

As Bob had previously reported, the search for a new pool manager is on-going. Bob reviewed an outline which had been compiled by Jim Foster in which he listed month by month what tasks need to be completed by the pool manager during the year in order to make sure that the pool is fully ready to open for the season on Memorial Day weekend. Bob suggested that the pool is really in need of a similar list of tasks and when they need to be completed from Don Kelly detailing the tasks that he routinely performs year in and year out to ready the pools for opening on Memorial Day.

Bob reported that Jim has been in consultation with Kim Sterner in regard to her taking over the preseason membership work, she has been provided with a laptop and with the team viewer application, she will be

able to communicate with Jim should she need to be walked through any pool procedures. Bob reported that Jim has been working in good faith with Kim to get her fully prepared to new responsibilities.

SWIM TEAM PARENTS ASSOCIATION - SHERRY PETRAKIS

Sherry introduced herself to the Board and reminded them that she had been Vice President of the Association for a couple of years. Sherry told the Board that the Association has a great group of helpful parents that enjoy getting involved, and they are hopeful of getting more help and support from the community. Sherry indicated she is looking forward to the upcoming season in her new position.

Mike indicated that Y is running a winter season with 100 swimmers, and that they had to turn away another 150 swimmers due to lack of space. Mike also indicated his intention, not directly associated with the Parents Association, to look for a location for a new pool in the area to run a yearlong program.

Mike told the Board that the Parents will be running another Fanny Fest in 2023, however it is getting more difficult every year as other pools in the league are running similar events in competition with Fanny Fest. Mike indicated the Parents hope to lock in the date for Fanny Fest shortly. Mike also indicated that the golf fund raising outing postponed last summer will be held in the spring. Mike also indicated Fanny Chapman will not be needed to hold the "C" Champs meet as other league teams have stated they want to hold it. Mike reported the pool will only be needed to hold 3 meets, the diving championships and Fanny Fest.

Mike reported that the Parents are seeking another quote from a different vendor for the starting blocks and the digital record board. Mike stated he would try to get the specifications for the new starting blocks prior to the Board replacing the concrete decking at that end of the pool next spring.

Brian reported that he had been working on the new bylaws with Mike. Mike indicated that new speakers had been incorporated into things last year, that there is a wire that will need to be replaced, and that there will probably be a new updated version of meet manager which will have to be integrated into the existing system.

Sherry reported that there have been some new faces incorporated into the Parents Association due to the routine turnover of parents.

CORRESPONDENCE

There was none.

OLD/NEW BUSINESS

Bob introduced a discussion of the proposed 2023 Pool Budget. With the expenditures on the dive pool concrete repairs, Bob noted that the Pool's capital reserve fund has shrunk and proposed that some membership fees would need to be increased. Originally, it was suggested that an increase in family memberships should be \$25.00 a year along with other modest increase to the other categories of memberships. Finally after a discussion, Bob made a motion the family membership be raised to \$440.00 for the early registrants, Lori seconded the motion, and the motion was passed unanimously.

Caroline reviewed the budget assumptions included in the 2023 proposed budget, the projections were

modest and would seem like reasonable goals for most seasons. Since the Coaching staff has not been finalized, it was decided, at the moment, for the purposes of finalizing a proposed budget, that the total set aside for the coaching staff would be raised \$3,400.00, and once the staff has been completed, the fund could then be distributed. Caroline indicated that salaries would increase in accordance with the percentage figure decided upon by Borough Council. Brian made a motion to approve the proposed budget, the motion was seconded by Christine, and the motion was approved unanimously.

Bob reported that Jim has worked in good faith with Kim in preparation for next season. Bob proposed an hourly rate for Jim, for time served in helping with the transition period to a new managerial staff for the pool. Bob's proposal was unanimously approved by the Board.

There was a discussion of some type of Board recognition of Jim's services to the Pool, but not final decision was made.

Caroline reported that wires had been torn off the main building by a trash truck, they have been replaced by Happ. In addition, the Fanny Chapman wood sign, which was damaged late last season, while it was suspected to having also been done by a trash truck, no proof of who was responsible for the damage has been found.

Brian indicated that he has been in talks with the Parents' Association on establishing a new set of bylaws. Brian indicated he thought it would be best if this were handled much like the legacy fund was handled, with all Board members being kept in the loop and be asked to provide their thoughts and any concerns, should there be any, with regard to the bylaws. Brian also thought it might be a useful start to set down what are the goals for establishing a new set of bylaws.

PUBLIC COMMENT

There were none.

EXECUTIVE SESSION

There were none.

ADJOURNMENT

Al made a motion the meeting be adjourned, Rob seconded the motion, and the motion was approved unanimously at 8:56 P.M.

Respectfully Submitted

ABK