

**FANNY CHAPMAN BOARD OF MANAGERS
MINUTES OF THE MEETING
NOVEMBER 27, 2023**

The meeting was called to order by Bob Shaffer at 7:00 P.M. Present were Bob Shaffer, Rebecca Masters, Dave Ricci, Amy Parenti, Rob Purdy, Ed Walsh, and Alan Krach. Also present were Caroline Brinker, Doylestown Borough Liaison, Drew Sterner, Pool Manager, and Sherry Petrakis, Swim and Dive Team Parents Association. Absent were Brian Lange and Lori Howard.

APPROVAL OF THE MINUTES

The minutes of the October 23, 2023 meeting were reviewed. Dave made a motion to approve the minutes, the motion was seconded by Becki, and the minutes were approved unanimously.

FINANCE - ALAN & BRIAN

The Board reviewed invoices totaling \$13,537.62. Caroline reported that the largest expense was paying for the pool's search program and media fees totaling \$8,280.08. Alan noted that the final bill for winterizing the pools was included. Alan made a motion to approve the payment of the invoices, the motion was seconded by Ed, and the motion was approved unanimously.

Caroline presented the Board's final year 2024 budget for review and noted that the year-end financial assumptions were now up to date and final, Caroline explained that the pool ended up taking in more revenues in 2023 than it had in 2022, and there had been no large, unanticipated expenses incurred during the year. Caroline indicated, as per recent years, any surplus over \$100,000 will be transferred to the Reserve account and the balance used as the 2024 beginning operating fund to cover expenses related to opening the pool prior to the pool starting to take in revenues. Caroline also reported that the Pool will have a reserve account balance of approximately \$527,000 at year end, that will be set aside for any unanticipated large expenses.

Caroline reviewed the 2024 Capital Purchase requests submitted by Drew, the largest expenses are for preseason pool preparation and the completion of the pump/filter room painting which had been awarded last year as part of a two-year contract. Other notable expenses would include, replacing or resurfacing the 3 meter diving board, new furniture and staff clothing, one new guard stand, replacing the sand in the pool filters, repairing the roof in the girl's locker room, completing the commercial internet upgrades, the installation of Acid pumps to replace the existing CO2 lines, replacing the flow meters, repairing the upper pool water fountain and purchasing some buoys and kickboards and a new team storage bin. Caroline reported the total for the capital purchases should be in the \$90,000 range.

Rob made a motion to approve the budget as submitted, seconded by Amy, and the motion was approved unanimously. Caroline reminded the Board that the Pool Board's Budget would be sent to Borough Council's finance committee to be reviewed, and if approved, it would be sent to the Borough Council for final approval.

OPERATIONS - ALAN & ROB

The committee reported no activity, hence there was nothing to report.

Rob explained that he is a member on a couple of different Boards and community organizations, he indicated that Fanny Chapman is the only one which does not require its members to abide by a Code of Conduct. Rob presented a copy of Draft Code of Conduct for the Fanny Chapman Board of Managers. The Board discussed the Code of Conduct in general, it was noted that section 11 included the Board being regularly assessed, and it was questioned exactly who would be doing the assessing. The Board took no action on a formal Code of Conduct feeling it needs more time to think about all of the ramifications of instituting a Code of Conduct whether it be in the form as provided or some other form. It was decided a further discussion on a Code of Conduct would be taken up after the first of the year. Rob thought it will only be a matter of time when some form of a Code of Conduct will need to be adopted.

PROGRAMS - LORI & BECKI

The committee had nothing to report, the pool has shut down until next spring.

PERSONNEL - ROB & ED

The committee reports no activity at this time.

Drew reported his plans to ramp up securing staff after January 1st and is confident that a large percentage of last year's younger staff members would be returning.

PUBLICITY/MARKETING - AMY & DAVE

Amy reported that currently she does not have access to the matrix data, that the access code had expired, she indicated Gary should be able to provide the needed access.

Amy believed there was no need for advertising at this time, however after the first of the year as the warmer weather approaches, plans should be made as to how much advertising should be placed, what the need for advertising is, and through which media outlets should that advertising be made.

Alan noted that The Cardinal had a year-end article praising several aspects of Doylestown, and unsolicited Fanny Chapman was mentioned in connection with young kids having a great time.

LONG RANGE PLANNING - BOB & ALAN

Alan noted with the adoption of the 2024 budget, it is official, an improved WIFI availability and an upgraded FACEBOOK is a full go.

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 of 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.

Drew indicated that the current plan is to more aggressively address the patching of the floor of the original pool before the start of next season, however, should that prove to be unsatisfactory, serious

thought and planning should be a priority to the resurfacing of the pool floor particularly from the 4 foot area to the shallow end of the pool. The Board believes, if the repairs prove unsatisfactory again, the work should be completed prior to the 100th year celebration.

MEMBERSHIP/RULES - ED & BECKI

No activity as the pool remains in hibernation.

Rob addressed his concern regarding the lesson program, attendance was down this year, does the Board need to study the issue and better promote the lesson program, or is the issue just a periodic ebb and flow of the local population demographics.

100TH ANNIVERSARY CELEBRATION - ROB, AMY, BECKI & ALAN

Rob reported that with the Thanksgiving holiday approaching the committee postponed its next meeting until early December, a report will be updated of activities at the January Board meeting.

POOL MANAGER'S REPORT - DREW

Drew addressed the issue with the current 3-meter Duraflex diving board, whatever the Board decides, there is a 6 to 8 week lead time, and the prices he has provided to the Board only last until the end of the year at which time there will be a 10 percent increase in cost. Drew stated, should the Board decide to resurface the diving board, the board needs to be shipped to the factory to have the work completed, that cost is \$3,600 plus the cost of shipping (\$1,200). Drew warned if the factory determines the board cannot be resurfaced, the cost of shipping is lost plus a new board would need to be purchased. Drew reported the cost of a new board is \$6,500. Drew noted Fanny Chapman's 3-meter diving standard is the only one in the league, and from a legal liability standpoint we need to do our due diligence to make sure our diving pool is safe. Following a discussion, Ed made a motion to purchase a new 3-meter Duraflex diving board, the motion was seconded by Alan, and the motion was approved unanimously.

Drew indicated he plans to get an estimate for the concrete work needed for the deck near the diving tank. In addition, Drew reported the flow meter repairs have been completed, and in the filter/pump rooms the door frame needs repairs, the sand in the filters will be replaced prior to the start of next season, and the repainting which was started prior to this season will be completed as previously planned next year when the weather warms up. In reviewing previous noted repairs, the girl's locker room roof needs repairing, the upper pool water fountain needs to be repaired and the toilet in the family restroom needs to be repaired.

Drew told the Board he anticipates the pool will be able to handle 860 family memberships, a slight increase from this year, guest passes fees will be increased and soda and water prices will be doubled since they have not increased in over 10 years. Drew indicated that he plans to get in touch with Keven regarding the Master's Swim Program, the program at the least will return again, and perhaps it can be tweaked somewhat.

Drew stated his intention to meet with Caitlin at the Borough for guidance on how to make the best use of FACEBOOK. Drew reminded the Board that the swim meet director resigned and will need to be replaced.

Drew reviewed his requests for capital expenditures/repairs for 2024. Drew indicated some of the expenditures are routine, a new swim team pace clock, storage bin, buoys, kick boards and fins need to be replaced, staff clothing will need to be purchased, and furniture, tables, chairs, chaises, and umbrella with bases with need to be replaced as necessary. Drew stated the obvious, the largest expenditures will be to prep the pools for the new season. Drew indicated other items are needed such as a pressure washer and replacing the battery on the access lift chair. Drew indicated the pool needed a new 18-inch guard stand. Alan requested clarification, was that expense for an 18-inch guard stand or a new guard stand for the shallow end of the main pool. Drew assured Alan he was not going to have an 18-inch guard stand constructed.

SWIM AND DIVE TEAM PARENTS' REPORT - SHERRY

Sherry reviewed her previously submitted request for approval to have an additional storage shed installed at the upper pool. Sherry indicated the shed would be the same size as the existing shed, 12 ft. x 8 ft. it would have no windows, no electricity, no heat or air conditioning. Sherry reported the shed would be used to store the score board, snack supplies, cases of water, coolers, paper goods and other similar supplies. Sherry reported without electricity, the shed would be fitted with a battery-operated light for safety reasons.

Sherry indicated the shed would have a base cost of \$2,992.00, and a base of stone would be provided at an additional cost of \$1,021.00. Sherry informed the Board that the shed would be fully installed by Country Tyme Sheds of Colmar, the cost paid for by the parents' association. Sherry assured the Board keys to the shed would be provided to the new meet director, Tanya, and to Drew.

Sherry reviewed the status of the Meet Director, she indicated that Kristen had submitted her resignation, but has stated her intention to help in other ways. Sherry indicated that there may be some interest from other parents to fill the position, but she suggested that Drew's wife who currently is involved with the start of the season registration of the pool membership may be in the best position to fill the position, it would be the best way to follow all the fees that need to be paid. Drew requested that Sherry submit an outline of what she was proposing the new Meet Director would be responsible for, and he would see that his wife received it so she could review it to see if it might be something she would be interested in doing. All issues regarding filling the Meet Director position will be readdressed at the January Board meeting.

Sherry expressed her concern regarding the long hours needed to process team members and to have the necessary paperwork submitted to the league in a timely manner. Sherry was also concerned, on the day of meets, both the swim coach and the dive coach need to have their rosters submitted so they can be put into the computer, her concern was that especially the dive coach often was late in preparing their roster of divers which caused confusion and unnecessary rushed conditions just prior to the start of the meets.

Sherry informed the Board she anticipates another packed season in 2024 noting that the Central Bucks School District will be getting out later for the summer next year. Sherry reported that the season plan is to be completed by the end of July.

CORRESPONDENCE

There was none.

OLD/NEW BUSINESS

There was none

EXECUTIVE SESSION

Following discussion in an executive session, the Board reopened in general session.

The Board agreed unanimously to award Drew a bonus for the additional work he had undertaken taking over as the new pool manager, the hours spent in consultation with Jim Foster, and his presence at the pool learning his new position without taking a vacation, The Board wanted it known their appreciation that Drew was so dedicated as the new Pool Manager.

ADJOURNMENT

Prior to formally adjourning the meeting, the Board expressed its appreciation to Bob for leading the Board over the last 4 years, through newly charted territory during the once in a century pandemic and for the challenging search for a new Pool Manager — Thanks Bob for a job well done!

Alan made a motion the meeting be adjourned, Dave seconded the motion, and the motion was approved unanimously at 8:14 P.M.

Respectfully Submitted

ABk