

# FANNY CHAPMAN BOARD OF MANAGERS

## MINUTES OF THE MEETING

*February 24, 2020*

### I. **Call to order**

Emily Heaps called to order the regular meeting of the Fanny Chapman Board at 7:00 pm on February 24, 2020 at the Borough Office.

### II. **Roll call**

In attendance, Emily Heaps, Tom Kane, Bob Shaffer, Joyce Plummer.  
Also present: Borough Council Liaison Caroline Brinker, Pool Manager Jim Foster and Swim team Parent Liaison Mike Petrakis.  
*(Absent Christine Harrison, Kevin McCann)*

Board reviewed the minutes from the last meeting. The minutes were approved as read, Joyce Plummer (1<sup>st</sup>), Tom Kane (2<sup>nd</sup>).

### III. **COMMITTEE REPORTS**

**1. Finance:** Approval of expenditures, which are in line with budget.  
(Joyce P 1<sup>st</sup>, Bob Shaffer, 2<sup>nd</sup>)

**2. Operations:** NTR

**3. Programs:** NTR

**4. Personnel:** The Swim Team Coach is currently evaluating assistant coach positions. We are tracking toward fulfilling instructor (25 of 56 filled) and lifeguard (22 of 36 filled) positions.

**5. Publicity/Marketing:** An ad will be placed in the Spring addition of the Doylestown Borough Bulletin. Bob has requested time to meet with past pool board member Gary to review how the online marketing programs were structured and tracked so they can be transitioned to a new platform.

**6. Long Range Planning:** The Board has approved (Tom Kane 1<sup>st</sup> and Joyce Plummer 2<sup>nd</sup>) to send a recommendation to the Borough Council to reject the bids received to construct the Family Restroom/Changing Room with plans to rebid in the fall with the intent to receive more competitive bids.

IV. **Membership/Rules:** NTR

V. **Pool Manager's Report:** Minor off season repairs has been addressed. On track to hiring needed personnel. Hire letters will be mailed April 10 and the staff orientation is planned for May 8. A new website ([www.fannychapman.com](http://www.fannychapman.com)) will be made available in the spring. Regular water lab testing and annual insurance and health inspections have been planned.

VI. **Swim team parents:** The Team Unify system has been setup and team members and meets have begun to be loaded. The Volunteer committee has been meeting to plan their seasonal charity events. It was recommended to move forward with an eight lane scoreboard system leveraging existing funds.

VII. **New Business:** The three 3 vacancies to the board have been filled and will begin their tenure in March.

VIII. **Old Business:** NTR

IX. **Correspondence:** It was approved to donate a gift basket to Cold Spring Elementary School for their Spring Fair fundraiser. Request for raffle basket from Hep B Foundation was denied.

X. **Public Comment:** None

XI. **Executive Session:** Scholarship/family membership request approved.

XII. **Adjournment:** Tom Kane (1<sup>st</sup>) Joyce Plummer (2<sup>nd</sup>). All in favor.  
Adjourned meeting at 7:40 pm.

Next meeting is March 23rd, 2020 at 7:00PM at the Borough Hall.

Respectfully submitted  
Emily Heaps, Vice Chair