

FANNY CHAPMAN BOARD OF MANAGERS

MINUTES OF THE MEETING

March 25th, 2019

I. Call to order

Emily Heaps called to order the regular meeting of the Fanny Chapman Board at 7:02 pm on March 25th, 2019 at Doylestown Boro Hall.

II. Roll call

In attendance, Emily Heaps, Joyce Plummer, Kevin McCann, Tom Kane, Bob Shaffer, Gary Mincieli. Also present: Pool Manager Jim Foster and Borough Liaison Caroline Brinker.

(absent: Bob O'Reilly, Christine Harrison, Ed Walsh and Swim Team Parent Liaison Heather Yim)

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

New Committee Assignments:

- Finance – Joyce, Bob O, Kevin
- Operations – Bob O, Ed, Kevin
- Programs – Tom, Christine, Emily
- Personnel – Ed, Tom, Christine
- Publicity/Marketing – Gary, Bob S
- Long Range Planning – Joyce, Bob S
- Membership/Rules – Joyce, Christine

III. COMMITTEE REPORTS

1. **Finance:** Approval of invoices as submitted and reviewed. Approval of expenditures Joyce Plummer (1st) Tom Kane (2nd). Budget in line with

expectations YTD.

2. Operations: Facilities Emergency Action Plan (EAP) has been drafted with recommendations for enhancing procedures to be reviewed by Council committee and implemented prior to start of season.

3. Programs: Nothing to report

4. Personnel: Recommended to hire Gina Caravella to shadow lesson program, work with Pool Manager and Swim coaches to build skill and ensure have a backfill for these services during vacation and possible future openings. Approved Tom Kane (1st) Gary Mincieli (2nd)

5. Publicity/Marketing: Search campaign launched in February. Continue to promote registration; ad in Clipper Magazine distributed and approved to insert ad in Doylestown Observer magazine in April and May to Doylestown community. Will work with 3rd party vendor to assess opportunities to enhance online registration experience through adding email/phone link for those by adding contact information if have issues and guidance on browser to use.

6. Long Range Planning: Nothing to report

7. Membership/Rules: Joyce will work on a form to standardize requests for financial assistance for memberships and/or swim lessons.

IV. **Pool Manager's Report:** Jim Foster provided an update on registrations and staff applications.

Request submitted for the use of floatation devices with a doctor's note for special need situations. (Approved)

Request submitted to have electric wiring fixed in basement. This would be time and materials. (Approved)

V. **Swim team parents:** No report

VI. **New Business:** None

VII. **Old Business:** None

VIII. **Correspondence:**

Holicong Freshman Day on 6/13 with \$5/head fee. (Approved)

Request for donation to support CB East's Biggest Mover Contest (Declined)

Request to use facility by scouts for their assessment of their swimming ability. Each scout will be charged guest fee. (Approved)

IX. **Public Comment:** None

X. **Executive Session:** Hold on responding to requests for assistance with membership fees until submission process defined. Will reassess at April meeting.

XI. **Adjournment:** Joyce Plummer (1st) Gary Mincieli (2nd). All in favor.

Adjourned meeting at 8:35 pm.

Next meeting is April 22, 2019 at 7:00PM

Respectfully submitted

Emily Heaps, Vice Chair