

# **FANNY CHAPMAN BOARD OF MANAGERS MINUTES OF THE MEETING**

April 23<sup>rd</sup>, 2018

## **I. Call to order**

Robert O'Reilly called to order the regular meeting of the Fanny Chapman Board, at 7:01pm on April 23, 2018 at Doylestown Borough Hall.

## **II. Roll call**

In attendance were: Emily Heaps, Joyce Plummer, Ed Walsh, Jim Foster (pool mgr.), Ken Haas, Gary Mincieli, and Swim team parent Heather Yim. Also present was Borough Liaison; Beverly Walton. (absent: Tom Kane, Bob Shaffer, and Christine Harrison)

Robert O'Reilly reviewed the minutes from the last meeting. The minutes were approved as read. Ed Walsh (1<sup>st</sup>) Joyce Plummer. (2<sup>nd</sup>)

**III. Personal:** New form is required for employees with extensive background check if in Pennsylvania less than 10 years. Boro admin & legal is assisting Jim with handling these requirements. Possible online service available to complete this via Promterics Certifying agency.

## **IV. COMMITTEE REPORTS**

- 1) **Finance:** Approval of Invoices as submitted and reviewed. Approval by Ken Haas and Joyce Plummer, respectively. Additional Notation (post meeting) due to unexpected pipe leak during the repairs of the apartment heating units, Authorization was given to Jim Foster to have repairs made. Board was notified by email of issue and majority approved its expenditure. Caroline Brinker is looking into possible insurance claim.
- 2) **Operations:** In addition, during a site visit the Wednesday following last month's visit, Jim indicated that the pump for filter system on the baby pool has a malfunctioning set of bearings. Authorization by myself, Ed and Joyce was given to replace pump. Other pumps on site too that need to be monitored for possible failure.
- 3) **PROGRAMS:** status quo with no changes.

- 4) **Publicity and Marketing:** a) higher rate of website visits reported versus last year and conversion rate to memberships is greater. Albeit, the data set from 2017 was incomplete and 2018 is our true benchmark year for data sets moving forward.
- 5) **Long Range Planning:** Possible change of type of filter system for Baby pool. Per Jim Foster and in line with site visit undertaken by Ed, Joyce and myself.  
A second item discussed was to place a placard in front office for the purpose of replenishing the Harrison foundation scholarship which provides coverage for lessons only, not pool membership. Christine Harrison has volunteered handle this assignment.
- 6) **Membership / Rules:** Membership about the same. Please see marketing. No rule changes discussed.
- 7) **Pool Managers report: Jim Foster presented. Please see attached with one other concern to be noted here:**
- 8) **Swim Team Parents report: (Heather Yim):** Board is complete. Team colors selected.
- 9) **New business:** Nothing to report
- 10) **Old Business:** Nothing to report
- 11) **Public comment:** no comment
- 12) **Adjournment (Ken1, Ed2,)**  
Robert O'Reilly adjourned the meeting at 8:12pm.

Minutes submitted by: Robert O'Reilly

Minutes approved by: