

**FANNY CHAPMAN BOARD OF MANAGERS
MINUTES OF THE MEETING
May 21, 2018**

I. Call to order

The Board of Managers meeting was called to order by Vice Chair Ken Haas at 7:00pm on May 21, 2018 which was held at Fanny Chapman pools.

II. Roll Call

In attendance were Christine Harrison, Ken Haas, Emily Heaps, Tom Kane, Gary Mincieli, Joyce Plummer, Bob Shaffer, Ed Walsh, Pool Manager Jim Foster, Borough Liaison Caroline Brinker, Swim Team President Heather Yim, and Kathy Brown Doylestown Township Park & Recreation Board - Dog Park Advisory Chair (absent: Robert O'Reilly)

III. Approval of Minutes

Ken Haas reviewed the minutes from the last meeting. The minutes were approved as read. Ed Walsh (1st) and Joyce Plummer (2nd).

IV. COMMITTEE REPORTS

Finance: Invoices totaling \$34,958.42 were reviewed and discussed. Most invoices are for routine services & maintenance such as electric, trash, landscaping, cleaning supplies, painting, labor, etc. A motion to approve by Joyce Plummer (1st) and Christine Harrison (2nd) and was passed unanimously.

A further discussion ensued to provide past Board member Lisa Farnin a small gift for the outstanding effort over the last several years of managing the construction of the women's & men's locker rooms and other repairs. It was agreed unanimously to provide Lisa with a small gift certificate.

The Board also reviewed the Statement of Revenues and Expenditures. Year to date we are well under budget. A motion to approve by Joyce Plummer (1st) and Christine Harrison (2nd) and was passed unanimously.

Operations: Prior to the meeting Pool Manager Jim Foster provided a tour of the facility including the newly renovated men's locker room and 2nd floor apartment. Jim reported on the repairs that were required due to a water leak in the apartment. Don Kelly has been hard at work getting the pool complex ready for the season. Jim also reported that the pump for the filter system on the baby pool has now been replaced as approved at last month's meeting. The pool looks fabulous and is ready for the season. Special thanks to Jim Foster, Lisa Farnin and Don Kelly for all their hard work.

Jim reported that the office computers and barcode scanners are operational. Pool furniture was ordered March 1, 2018. The diving boards have been installed and inspected. The AED has been checked. Guard suits, t-shirts and whistles have been received. Water testing contract has been signed. The fence along the golf course will be cleaned twice this summer.

Villa Capri will continue to serve as a partner and provide pizza delivery at a discounted price on Wednesdays and Fridays.

Programs: No changes or new information to report.

Personnel: Ed reported that Coaching changes have been made due to a person accepting an internship position.

Publicity & Marketing: Gary reports excellent success with website visits and marketing. We have been targeting a six-mile radius around the borough. To date we have received approximately 1200 clicks. 208 have been directed to the registration page. There has been an 18% conversion rate which is well above industry standards.

The Board also discussed ways to replenish the Harrison Foundation Scholarship which is available to those in need for

swim lessons (not membership). Several ideas such as a swim-a-thon, 50/50 at Fanny Chapman Day, a Pancake Breakfast, placing information on our website, and including information about the Scholarship in our registration pack. Christine Harrison volunteered to prepare guidelines for an application.

Long Range Planning: the men's room is now complete. With that two major items (women's & men's locker rooms) have been completed. The office renovation has also been completed. We will continue to review the need for upper pool repairs and separating the main pool and dive tank. The parking lot remains an item on the Long-Range Planning list.

Membership/Rules: all rules remain the same. Jim advised that all lifeguards are provided the rules and there are procedures in place for their enforcement and/or any complaints.

POOL MANAGER'S REPORT

Family membership, which is used as a guide for status, remains relatively close to the past several years. Swim Team registration and Swim Lesson registration are pacing slightly ahead of past year averages. Regarding staffing, there is still a need for 3 full-time guards and 3 swim instructors.

Jim held Staff orientation on May 13, 2018 with 57 staff in attendance. There was a follow-up session on May 20, 2018. The staff is preparing for our annual Memorial Day parade on May 28, 2018.

The staff is fully prepared for opening day on May 26, 2018. See additional details in Operations.

SWIM TEAM REPORT

Heather Yim reported that Tryouts are scheduled the week of May 28, 2018.

OLD BUSINESS – Nothing to report

NEW BUSINESS

Kathy Brown of Doylestown Township Park & Recreation Board - Dog Park Advisory Chair made a presentation for the 2018 Fido Float. The Board unanimously approved this year's event for Saturday, September 8, 2018.

CORRESPONDENCE

A request has been received from Christine Junker asking to rent the pool for the Central Bucks East Band Parents annual family picnic which is scheduled for Friday evening, August 24, 2018. They expect 200-250 people. Unfortunately, we cannot have the pool unavailable for our regular members on this date. The request has been denied.

PUBLIC COMMENT – No comment

ADJOURNMENT

A motion to adjourn the meeting by Joyce Plummer (1st) and Christine Harrison (2nd) and was passed unanimously. The meeting was adjourned at 8:00pm. Next meeting to be held on June 25, 2018 at 7:00pm at the Pool.

Respectfully submitted,

Kenneth Haas
Vice-Chair