

PCC BOARD MEETING MINUTES

DATE: March 6, 2014

Called to Order: 7:00 pm

SIGNED-IN

Board Members: Becky Moore, President, Donna Hixon, Treasurer; Marcia Brown, VP; Olivia Callaghan, Secretary

Trustees: Eileen Nelson, Keith Phillips, Karen Walters, Judy Weese, Angie Barker

Caretakers: Ty and Natalia Moore

Guests: Candy Patterson, Craig Hanson, Greg Russell, Jeanne Fattrusso, Matthew Nelson, Linda Davis, Jerry Davis

Guest Craig Hanson requested to be reinstated after being locked out. Unanimously voted to reinstate.

Guest Jeanne Fattrusso requested to be reinstated after being locked out. Unanimously voted to reinstate.

ACTION: Becky asked that all people on a committee or a volunteer write a job description for their position so that replacements know how to do the job. It should state what each job entails. Please have this by the next board meeting (paper, email, whatever works best for you).

Caretakers: Ty and Natalia:

- They have been filling up the pool with the hose and it is very slow. Something is wrong with the spigot. They are not even getting the pool to the level it was the prior day. A plumber has come in and we are hoping to have a bid soon. Pipe is leaking again.
- Checked level of calcium and we are around 300. Ty changed the process of adding chemicals by trial and error. Using Nick's way we were using twice as much as needed. The new testing kit is much more accurate.
 - **ACTION:** Ty and Natalia to make a new chart on chemical calculations.
- Linda: There is a cracked/broken tile inside the women's locker room; members think that it is mold. Is there some kind of fix for this?
 - **ACTION:** Keith to take a look at it.
- Linda: The showerhead in women's bathroom is flowing very lightly. Need to check on flow restrictions, maybe clean with CLR.
 - **ACTION:** Keith to take a look at it.

Treasurer: Donna Hixon:

Checking balance is: \$12,413.31

Saving balance is: \$4,085.03

Capital One balance is: \$0

Hall Rental

- Donna has been in the hospital and Rebecca was not in attendance.
- Karen: Edna Oswald (Betty Lash's mom) came in to train to be a backup cleaner. It is somewhat hard for one person to clean it should be two people. Also, the renters should not put the tables and chairs away, this way we can make sure that they are clean and not damaged. We need to remind renters to make sure that the door is locked when they leave. The vacuum cleaner should be put away; the only group that should be able to use it is AA. We have installed a key lock, they code will be changed for each renter.

Membership Report: Angie and Eileen

- Orientation will be the last Thursday of each month.
- We will be able to sign up 15 new members as we locked out 15 (had two reinstated)

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Pool Rental:

- We have three rentals on the list.

Maintenance: Keith Phillips

- Drained the pool to a little below the steps.
- Ladies dehumidifier, it was drained, making some new noises.
- Ladies toilet, the one closest to the sink, it is rocking and flushing mechanism needs to be held down for a long period of time to be able to flush.
- As everything is aging, we will start having scheduled maintenance.
- There are leaks in the equipment room we are waiting on bids.

Groundskeeper: Candy Patterson

- Candy tried to meet with volunteers but it snowed. They are trying to reschedule.
- Does not know where we stand on lawnmower – yes we are getting it. Hopefully in the next couple of weeks. She will need a key to the shed.

Secretary: Olivia Callaghan

- February board minutes were approved by straw pool, posted in pool.

Free Dues Proposal

- Some ideas on how to track the time is for the volunteer to use their key card on the pool door when they arrive and when they leave. This will track their time.
- **ACTION:** We will review how the free dues worked in one year (March 2015)
- **MOTION:** Marcia made the motion to accept the free fee proposal, Olivia seconded the motion, motion approved.

By-Laws

- **MOTION:** Donna made the motion to accept the changes to the by-laws, Eileen seconded the motion, motion approved.

Website:

- Website is nearing completion. It should be up and running by the end of the month.
- **MOTION:** Marcia made the motion to give Joe Suligoy (web designer) 6 months of free dues for his work. This would be April through September. Olivia seconded the motion and motion approved with one opposition.

File cabinet, flame lockers, and lawn mower:

- Donna Hixon purchased a second hand file cabinet for \$10.00. It needs to be sanded and painted and she is donating it to the club.
- Flame lockers: most of the hazardous materials have been hauled away; the rest could fit in an old refrigerator.
- Lawn mower: Donna H. reported that there was only a markup of \$60 on lawn mowers at Lowe's. A John Deere 19hp would run about \$1469.00.
 - **ACTION:** will go ahead and purchase

Expectations of board members:

- This was just an informative piece to reiterate: It is a 2-year commitment; if you miss 3 meetings you may be asked to resign. If you miss 2 consecutive meetings, you will not be able to vote at the next (or subsequent) meeting. Please notify 1 of the officers if you cannot attend. This will help us establish a quorum and conduct club business more smoothly.

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Cloud storage and security: Jerry Davis

- There are a couple of files for membership and dues that need to be backed up regularly. He does not recommend cloud storage but thumb drives. Also recommends that all passwords be stored on a thumb drive. In regards to security, he feels that there is a way for us to be able to view the cameras from cell phones. Would only show up to date views from cameras, if need to view prior time would need to come into the office to view. Is working on a building outline showing where all the cameras are working. Currently, camera number 9 is having problems.
 - **ACTION:** Jerry to purchase thumb drive.

Kitsap Bank

- The officers allowed signing for Kitsap Bank need to be changed. The previous signers were Marcia Brown, Donna Hixon, Rita McKendrick, and Marie Stege. Rita McKendrick and Marie Stege need to be removed and replaced with Rebecca Moore and Olivia Callaghan.
 - **MOTION:** Becky made the motion to remove Rita McKendrick and Marie Stege from the Kitsap Bank account and replace them with Rebecca Moore and Olivia Callaghan. Marcia seconded the motion and it was approved.
- The question was brought up can we earn interest on a Savings account if we are a 501(c)3. If we cannot, we would close the savings and move the money to checking. If this were the case, it would be beneficial to open a low limit Visa not attached to the checking account. It would be in the name of PCC and would be for unplanned or emergency maintenance, there would be a designated person in charge of the card.
 - **ACTION:** Becky to research earned interest for 501(c)3.

Swim Lessons/ Website

- In the past swim lessons have been word of mouth, they currently have a waiting list. If we were to put swim lessons information would it be beneficial to look into a block of time dedicated to swim lessons possibly during the week. It would be with three instructors, possibly an hour long with 5 children per instructor. This was tabled until further research and discussions.

Meeting adjourned: Motion made by Marcia, seconded by Eileen and approved at 8:23pm.