

LOS RANCHITOS CABANA CLUB Board of Directors Meeting
Minutes: October 16, 2017 7:00 pm at Los Ranchitos Cabana Club

1. Meeting Call to Order: 7:04 PM
2. Roll Call
 - a. President: Pete Hanaray
 - b. Secretary: Jeremy Scheerer
 - c. Facilities: Gary Coluccio
 - d. Additional participants: Sue Ott, Brooke Brooks, Celeste Gaither, Anne Tucker, Mike Salib, and Jeff Williams
3. Approval of Minutes
 - a. September 11th, 2017 Board Meeting Minutes approval - There are not enough board members for a quorum and motions can not be voted on in this session
4. Unfinished Business
 - a. Task Tracker top 10 items

Priority	Category	Topic	Comments
1	Operationally Necessary	Eye Wash Station	Location identified for eye wash station.
2	Operationally Necessary	Acid Palate	Granger sells specific bins for the specific molar acid and that is what's needed.
3	Operationally Necessary	Heater Limestone Rocks	Replacement rocks are needed for the spring. Just need to order.
4	Improvements	New Wireless Chemistry Monitor	Improvement items were not statused at this meeting
5	Improvements	Arborist for new Trees/Landscaping	
6	Improvements	Bylaw creation and review	
7	Improvements	Cabinet around on-demand heater in family bathroom	
8	Improvements	Bulletin Board	
9	Improvements	Extend hoses from furnace condensate to drain	
10	Improvements	Pool Utilization	

- b. Roles and Responsibilities file
 - i. Need to assess tasks for the vacated spot of the webmaster. The following tasks will need to be added to the Roles and Responsibility files to maintain ownership. We should also add these to a notice so that due dates for fund transfers
 1. Sue Ott is taking on the Woofu tasks but doesn't have the appropriate access to send refunds through Stripe. Renee Small may have the appropriate login info
 2. Jeremy Scheerer is taking the Mailchimp responsibilities
 3. Pete Hanaray has the login info for cameras
 4. Nada Meck will need to take the lifeguard monitoring/scheduling functions in regards to coordination with the Office Manager
 5. Payments for parties will need to be coordinated for the next season
 6. Refunds for volunteer participation fees will also need to be managed

7. Hostgator needs to be managed for the website - Celeste Gaither may have a POC that can help take over the management of the web. This position should also go in the closing email
 8. Paypal has also been covered by Pete Hanaray
 9. Signup genius will need to be managed as well
 - ii. Need to assess tasks for the VP
 1. Board needs to vote on a new VP and update paperwork. An emergency meeting will be announced to resolve this position that needs to be filled. Additionally, the former VP needs to be removed from the Bank access. Electronic access will need to be updated as well
 - iii. For taxes, Bruce Spencer and Mike Cruz have filed the extension requests in the past. These extensions can not be pushed past November. Usually we get an extension from May to July, then from July to November. Bruce and Mike take care of the filing, but Treasurer needs to sign. Pete will send an email to Bruce and Mike about current due taxes
 - iv. For the vacant Facilities position we will not appoint an additional Director at this time
 - c. Water Fountain/dispenser system
 - i. A member has stated they have a plumber that will install the water fountain, and Jeremy Scheerer will coordinate with the plumber to install for a minimal cost
 - ii. Gary Coluccio can help provide a steel covering for the existing sink
5. New Business
- a. Communications position responsibilities coverage - was discussed above
 - b. Audit Committee Report - no audit committee members present to report out
6. Reports of Officers, Boards, Standing Committees
- a. President
 - i. Status of heaters for the pool - Both ignitors for both heaters, and one controller have been refurbished. Only one heater is working currently. The other heater needs to be refurbished and this will need to wait for the pool closure. The estimate for refurbishment is ~\$800. Pete Hanaray will follow up on this in the offseason
 - ii. Baker elementary has asked for a Membership to add to their silent auction. Currently the LRCC does not allow this
 - b. Vice President has resigned their position and a new VP will be elected by the Board - a special Board Meeting will be scheduled to cover the election
 - c. Treasurer Report
 - i. It appears we are currently under budget, but there may be some accounts/binning of funds that need to be re-allocated
 - d. Secretary Report
 - i. The Director of Communications and Webmaster, Karen Bellantoni, has resigned their position
 - ii. The Vice President, Arvind Jain, has resigned their position
 - iii. We will need a special Board meeting to nominate a VP and to determine any bonuses. This needs to occur before the closure of the next payroll period
 - e. Facilities Report
 - i. The camera room will get a new bucket, shelf, and fans. Eyewash station will be procured. We need to send an email about the valuable lost and found. The lost and found remaining at the end of the season will be donated
 - ii. There are currently very few members attending and we should close soon. We closed on the 20th of October last year and that was only extended from the 15th due to a heat wave. The decision at this board meeting was made to close the pool following Sunday October 29th
 - iii. There is a need to clean out the fridges and this will be done during the winterization
 - iv. The swim lane markers will be moved under the overhang in the offseason to allow for easy access to the utility room

- v. The insurance has stated the storm damage may be covered. Gary will follow up with the adjuster to see if there are any impacts to the rates (premium) or if there is a deductible
- f. Aquatics Report
 - i. Regarding Labor Day Guard scheduling... The Aquatics Director was not scheduling Guards during this period. It was reported that the Office Manager would be working remotely from college. The Aquatics Director did not see a lifeguard schedule for September and reached out to the board with their recommendation to cut back guard hours for the month of September on the weekends from 11-7pm to 12 -5pm. During those shifts there were hours with no members at all. Additionally, the Director overlapped some shifts so just one guard opened up and one closed. We also had no guards when the heat was down
 - ii. Guards were scheduled for two parties held on Sept. 23 and Oct. 7
 - iii. We should assess if we should allow members to host parties during the off-season. This would require someone to set up and manage the facilities and clean up, or that could be put on the members. There are no problems with insurance and nothing in the bylaws prevents the scheduling
 - 1. There is a current request to have a party in the offseason. This will be allowed as a one-time event as a trial run and Pete Hanaray will coordinate
- g. Bookkeeper Report
 - i. Last payroll was submitted today. The facilities position will be staffed through the closing of the facility.
- h. Membership Report
 - i. The only outstanding item is the Software Maintenance Agreement for the access system. Sue is following up with the company on this item.
 - ii. The key system for general members will be disabled on 10/29. The Board, Swim Team Committee (will also need access to perform some maintenance on the blocks and other areas), and the Gardener are the only groups that need to remain open past this date.
 - iii. Two Directors and the Treasurer will need to review and determine the Membership fees for the next year. Sue will start collecting the data.
- i. Report of Committees
 - i. Swim team Update
 - 1. There is a request to the Board to identify any specifics that they would like from the swim team. The swim team will bring whatever information they have for the 2018 season schedule
 - 2. The swim team accounts will also need to be assessed as part of the budget reconciliation
 - ii. 2017 Scheduled Community Social Events:
 - 1. October winterization and end of season social event, November 4 1000-1400. Signup will be available at tinyurl.com/lrccsplash. There is an end-of-season checklist
 - iii. Bylaw Committee - A nonprofit attorney is needed to look over the working By-laws. There are leads on a couple of attorneys that may work

7. Board Meeting Scheduling

- a. We will need to have an emergency board meeting at 6pm on October 30th specifically to elect a VP
- b. The next nominal Board meeting Tuesday November 28th @ 7pm

8. Adjournment at 8:44 PM