

**LOS RANCHITOS CABANA CLUB Board of Directors Meeting**  
**Minutes: July 17, 2017 7:00 pm at Los Ranchitos Cabana Club**

1. Call Meeting to Order 7:06pm
2. Roll Call
  - a. President: Pete Hanaray
  - b. Vice President: Arvind Jain
  - c. Treasurer: Renee Small
  - d. Secretary: Jeremy Scheerer
  - e. Communications: Karen Bellantoni
  - f. Aquatics: Nada Meck
  - g. Facilities: Gary Coluccio
  - h. Additional participants: Sue Ott, Anne Tucker, Celeste Gaither, Jeff Williams, Brooke Brooks
3. Approval of Minutes
  - a. June 19th, 2017 Board Meeting - Topic on Sharks Sleepover. The past years did not have explicit approval for a sleepover. Future sleepovers will have to be discussed. **Motion by Scheerer to approve minutes, seconded by Hanaray. Approved**
4. New Business
  - a. Safety Issues
    - i. Recent water quality issues. Facilities noted filters were not backflushed for three weeks due to a vacation by multiple people. Main issue was with chemical imbalance (zero chlorine in the water as tested by Leslie's). Automated Controller had to be reset. Toggle switch on side just needed to be activated. This action restored the controller and chemical levels came back into nominal range. Suggestion was made to have lifeguards check. Guards could be given the training in their bi-weekly meeting
  - b. Swim Team practice on July 28th, 2017
    - i. An error in the Sharks committee review did not catch there was no morning practice scheduled on July 28th
    - ii. The issue is with communication to members that there will be a pool closure due to practice when the schedule was already published. Communications noted that there have been multiple requests to check the calendar and have better communications between Board and swim team sub-committee.
    - iii. Following discussion at the meeting it was determined practice will be held on the morning of the 28th from 8-10am with three dedicated lanes
  - c. Swim Team fines for non-volunteer
    - i. **Motion by Bellantoni:** Suspension of Membership for Unpaid Swim Team Fines
      1. Member is disputing the fines and states they did show up but at a wrong time. They believe that by keeping their swim team member out of the meet was penalty enough. As a result the swim team member has not attended any swim event. Following a party at the pool the member did not get their deposit back from the pool, as it was being held against levied fines
      2. Swim team stated the instructions to swim team members outlines the volunteer duties and the penalties. The swim team committee had to perform the work that was originally outlined for the swim team member. A check was received but was made out to Celeste Gaither vs. the LRCC and could not be taken
      3. Motion is being recalled and will not be voted on
      4. The previously withheld party deposit of \$50 will be kept as the Swim Team fines. This was at the request of the member in question and is not common policy. Audrey will be instructed in the process to get this fund transferred over via a General Ledger Transfer

- d. Cleaning spray bottles - cleaning supplies had run low and now this topic has been added to task tracker
  - e. Bird nests in pavilion - removal of the nests has been added to task tracker
  - f. Lifeguard Training on Fecal/Vomit Incidents
    - i. Leslie does not suggest treating vomit incidents like fecal incident. The State of California Board of Health states that vomit incidents are to be treated the same as a solid stool incident. A one page procedure will capture how to respond to either type of incident
  - g. Special Needs Chair Training will be given to the lifeguards
5. Reports of Officers, Boards, Standing Committees
- a. President
    - i. Board member Andrew Eastwood (Facilities) has missed three meetings. Member did receive half-off his membership fee. The assumption, due to lack of communication, they have been assumed to have resigned from the Facilities Board position. Action to be taken to remove member from Board emails and access. Pete Hanary will follow up with an email on the change in the access
    - ii. Our Janitor has been telling Gary Coluccio when he is out of supplies and needs more (as Janitor has not done shopping for supplies to date and is unable to do so). It was explained that there is a Community Shopper volunteer role and that requests for items should go to Audrey Randazzo, who then coordinates with the Shopper. Brooke Brookes volunteered to make a shopping list for Club use.. It was noted there are some holes in the volunteer coverage (specifically BBQ Czar for July and August as well as Club Socials).
      - 1. Steve Hisey has volunteered to help with facilities, as he has in previous years
    - iii. Poppers have not been delivered
  - b. Vice President
    - i. Fountain
      - 1. Contacted a contractor/plumber for installing the water fountain. The quote from the contractor was \$2k. The contractor that provided the quote is unlicensed.
      - 2. It was noted the fountain that was ordered may be an indoor fountain. There is a member (Jeff Stillwell) looking to see if there is copper piping that would work for the fountain
      - 3. The fountain install was not budgeted originally. Another quote will be sought from a licensed plumber. Hanaray will pursue.
      - 4. Fixing the the old fountain could save time, but it will only dispense water at the temp the wall is at (the water from this fountain is not cooled) and can get warm
      - 5. Both fountains may be something to install/keep
  - c. Treasurer Report
    - i. Expenses have been caught up to present
    - ii. Deposits
      - 1. Deposits are caught up through the last statement date of 6/13
      - 2. Next check run will be this Wednesday
  - d. Secretary Report
  - e. Communications Report
    - i. Security System Update
      - 1. The inexpensive fan did not fix the DVR issues. Another fan is on order.
    - ii. Non-Returning Members from 2016 Feedback (Attachment A)
      - 1. No action to be taken at this time.
    - iii. Work on a group email list for the Board is being created. A request was made to include individuals that may be on committees
  - f. Facilities Report
    - i. There is no one signed up for the BBQ czar in August
    - ii. There is a new pop-up. But it needs weights added. Weights have been in the equipment room since the start of the season.
  - g. Aquatics Report
    - i. Swim Lessons
      - 1. Group lessons (2-4 kids): 17 swimmer total

- a. There is 1 returning instructor, and 2 new
    - b. At the end of the two week session, the instructors make an info card
    - c. We are in the 2nd session
  - 2. There are a total of 66 private lessons scheduled
- ii. Aquacise-program - no update
- h. Bookkeeper Report
  - i. Budget - will be sent on a monthly basis
  - ii. Pay for group lessons: <contained in 17 July 17 pay rate file>
- i. Membership Report
  - i. Current Membership Counts
    - 1. 230 members total
      - a. 204 general -new: 42, returning: 156, senior: 6.
      - b. 26 Program (Swim team only)
    - 2. There is an issue with the membership laptop. It is running at a high memory capacity. 1Gb was available storage last week, and this week it is down to Mbs of available space. The laptop has the capacity of 140 Gb, but it all looks consumed. The software that is running on Windows 7 is by the Millennium Group and is not compatible with Windows 10. It may be getting too hot and then having issues.
      - a. It was noted that the Millennium software was upgraded to a paid model in 2015. Cost of software plus new controller boards for the gates/doors was approximately \$2-3k. The Club was using a free demo version for approximately 10 years prior to this that controlled the two gates only (hard keys were needed for office/pump and equipment rooms)
    - 3. Program Members still don't have keyfob access for morning practices. Sue will pursue options
    - 4. There is one family whose children have been disruptive and a letter has been sent. One parent has responded to the letter and stated they will comply, the other hasn't (living separately) It was noted that the Club did not ask for confirmation/response and Lifeguards have been instructed to notify Audrey of disruptive members.
- j. Report of Committees
  - i. Swim Team Update
    - 1. Last home meet this weekend was successful
    - 2. Coaches have been active in reducing lane usage when there aren't many swim team members, or it is very hot
    - 3. Champs is only two weeks away
    - 4. Leftover food and condiments were available after the last meet. This can be used by other members
    - 5. There were some dirty utensils (potentially from the BBQ) and the Team should be aware to clean those used by the Team
  - ii. Lifeguards Update
    - 1. Two lifeguards have quit (one gave notice for June 30 and notice from a second was received earlier in the Board Meeting) and one was recently hired, but can only work limited hours
    - 2. Aquatics will follow up with Office Manager on the comments on the guards attention to safety
    - 3. Office manager needs responses on Guard availability for training due to the recent training not being well attended
  - iii. Parties Update
    - 1. Party income to date - \$5356... \$1536 in the last month
    - 2. Suggested changes to Party Fees - a draft Fee structure was reviewed. Suggestion was made to increase party prices and allow non-members to have parties at a higher rate than members, with a limited number of non-member parties per time period. No action to be taken at this time
    - 3. Lifeguards like the new weekend shifts
  - iv. 2017 Scheduled Community Social Events (previously discussed/approved):

1. 4th of July BBQ was well attended. It was noted that if there is no janitor service for any extended time, there needs to be coverage (Janitor was on vacation, as posted on office whiteboard, from June 30-July 3).
  - a. There were no cleanup volunteers, but members did step in to help clean. Notification emails were sent before the event, but we still didn't get full coverage
2. August 6th Back to School Ice Cream Social 3-4:30pm - there will be a flyer generated to get the word out
3. September 3rd Labor Day BBQ noon-3pm - there will need to be full coverage for all the volunteer slots for this event to be successful
4. October winterization and end of season social event, date/time TBD
5. Postcard went out for a full 2017 schedule of events and it was highly successful. We need to consider if this will be done next year.

6. Unfinished Business

a. Task Tracker top 10 items

Priority	Category	Topic	Board/Committee GodParent	Other members/helpers	Deadline
1	Operationally Necessary	Eye Wash Station	? (facilities)		7/1/17
2	Operationally Necessary	Acid Palate	? (facilities)		6/1/2017
3	Operationally Necessary	Heater Limestone Rocks	? (facilities)		5/15/17
4	Improvements	New Wireless Chemistry Monitor	? (facilities)		
5	Improvements	Arborist for new Trees/Landscaping	Lisa/Brooke		7/1/16
6	Improvements	Bylaw creation and review	Mike	By Law committee: Eileen, Rob, & ???	2/2/2016
7	Improvements	Better Office Folder/"Mailbox" system for Board and Committees	?		12/11/15
8	Improvements	Cabinet around on-demand heater in family bathroom	Pete	Should have a helper	3/15/16
9	Improvements	New Heavy-Duty Canopy	Pete/Mike		3/15/16
10	Improvements	Bulletin Board	? (facilities)		

- b. Roles and Responsibilities file
- c. AED discussion
- d. Water fountain/dispenser system

7. Board meeting scheduling

a. August 2017 meeting

- i. Monday, August 14th, 7pm at Los Ranchitos Cabana Club

8. Adjourned at 9:30pm

Submitted by: Jeremy Scheerer, Board Secretary

**Attachment A: Email sent to Non-Returning 2016 Members**



## **We Miss You!**

We noticed you haven't renewed your LRCC membership and we're wondering if it was something we said or have you found a new pool?

We'd love to see you back in our LRCC Community soon. In fact, we're having an [Independence Day BBQ tomorrow \(Sunday\) from 12:00-3:00](#) that's open to Members and Guests. There is still plenty of summer left to enjoy the pool and Club facilities!

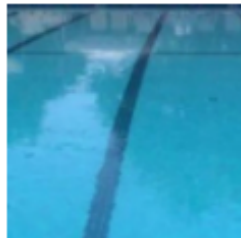
Find out more about membership and register online [HERE](#). We hope to see you soon!

If you don't plan on returning this year, please tell us why. We want to improve the Club! Click on your situation below - your response will remain anonymous.

**Thanks for the Reminder - We're Signing Up!**

**Sadly We're not Coming Back :-)**

**Hey - we joined this year! Update your list!**





## Attachment A (cont.) Email sent to Non-Returning 2016 Members

Sent to 65 Non-Returning Members from 2016 who have not renewed for 2017 on July 1, 2017

48 Recipients (75%) opened email

9 Responses (14%) to "Sadly, we aren't returning...":

we could not afford the \$600 fee
we have moved out of state
because my kids don't care for it anymore
we moved
kids too busy this summer
In the past, ideally we'd have liked to use the pool in the evenings but swim team monopolized the pool during an ideal evening time for much of the season. Therefore at the rate we did use it, it wasn't a good value for us
we're taking this year off from the cabana. We may come back next year. Some feedback which you've probably have heard before, the swim team dominates the pool for most of the season. Also, there are quite a number of parties that were being thrown at the cabana. We joined so we could go take the kids swimming in the summer. But, we have had many good times at the cabana.
we have moved out of the area - miss the pool :(
the cost of membership has been drastically increased over the last couple of years.

Responses		
Moved	3	33.33%
Membership Cost	2	22.22%
Swim Team Time in Pool	2	22.22%
Kids busy/don't care for anymore	2	22.22%