

Greater Toledo Pool Recreation District
Board of Directors
Meeting Minutes
January 21, 2020

Directors present: Melinda Baxter, Kay Chambers, Peter Vince, Roy Kinion

Directors absent: Rachael Wallace

Staff present: Paul Steenkolk

Visitors present:

1. **Call to Order:** The meeting was called to order at approximately 6:00 by Roy Kinion. A quorum was established.
2. **CONSENT CALENDAR:**
 - A. It was moved and seconded (PVince, MBaxter) that the Minutes of the January 7 meeting be approved. Motion passed unanimously.
3. **UNFINISHED BUSINESS/INFORMATION**
 - A. Financial Report A Balance Sheet was presented showing checking account and LGIP balances. It was suggested that a “Contracted Service” line item be added to budget. Payment for scuba instruction and coaching instructors could be paid out this line item.
 - B. Goal Setting We reviewed the goals outlined by the strategic plan. Mindy and Peter have been working diligently on simplifying our previous goal format. Mindy explained that the goal section of our strategic plan is organic and will forever be changing. The Board will be reviewing the goals every 6 months. Paul will need to put numbers in the measurable column so progress can be tracked and measured. Nyles Toguchi coaching contact was discussed by the Board. The Board also discussed the structure of the swim team/swim club. Nyles will be invited to the next meeting to discuss time slot, compensation and structure. Paul will compile a contract for everyone to review at the next meeting.
 - C. PTO Policy – The new PTO policy was reviewed. It was suggested that all vacation and sick time be removed and replaced with the new PTO policy. A copy of the policy will be email to the Board for them to make final edits and finalize.
4. **REPORTS AND COMMENTS**

District Manager

 - A. The district has agreed to stay with its current employee insurance policy and cover half of the premium cost of pool employees that qualify.
 - B. Meeting with Dr. Gray and Mr. Belloni has been set for Wednesday February the 12th to discuss the transportation of kids from the Toledo schools to the pool after school.
 - C. The Siletz Grant has been completed. It will be submitted tomorrow with the quotes received for new chair lift and bathroom stall partitions.
 - D. Capital campaign meeting with Lisa and Billie Jo will be held tomorrow. We will be discussing the new brochure layout and design. The new brochure will work in conjunction with pool’s new website that will soon be under construction.
 - E. Next scuba class is tentatively scheduled for Memorial Day. This date will be finalized in the upcoming weeks.
5. **Visitors Comments – None**

6. **Board Comments** – Kay suggested that I check with David Robinson to see if there are problems with scuba participants paying the pool and then the pool writing a check to Eugene Skin Divers. Paul will also check on the city’s lease agreement.
Peter would like to have a training calendar created outlining lifeguard in-service days, lifeguarding classes and all other training days for staff.
Mindy suggested that Paul go through the strategic plan and list all the accomplishment and enter the numbers into the measurable column
7. **Adjourn:** The meeting was adjourned at 7:30 by Roy Kinion.

Respectfully submitted,
Paul Steenkolk, District Manager