

**Greater Toledo Pool Recreation District**  
**Board of Directors**  
**Meeting Minutes**  
**March 15, 2021**

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

**Directors absent:** None

**Staff present:** Paul Steenkolk

**Visitors present:** Melany Burchett

1. **Call to Order:** The meeting was called to order at approximately 6:00 p.m. by RKinion. A quorum was established.  
**Adjustments to the Agenda:** None
2. **CONSENT CALENDAR:**
  - A. It was moved and seconded (RWallace/PVince) that the minutes of the March 1 meeting be approved. Motion passed unanimously.
3. **UNFINISHED BUSINESS/INFORMATION**
  - A. Programming Update - A Masters swimming program is in the works. Master's swim will be scheduled to begin Monday April 5<sup>th</sup>. The tentative schedule will be 2 days a week going from 6-7 p.m. Melany and Erin have discussed additional days and times for the water aerobics class. Calls will be made to reserves of the water aerobics class who do not attend the class. People are reserving spots that could be available to another possible attendee. A fee was discussed for those who fail to appear for their reservation. It was confirmed that Parent/Tot swim is all day, every day, as long as a lane is reserved. Private and semiprivate lesson formats are still being discussed with staff. Group lessons this summer are still in question due to the uncertainty of Covid restrictions. A staff meeting is scheduled for Saturday the 20<sup>th</sup>.
  - B. Website Update – The cost portion of the website has been updated to indicate that admittance is free. There's a meeting schedule with Craig (the designer of the webpage) to address the IOS loading problem and to discuss the additions of "WE'RE OPEN" to the home page, newsletter, and the removal of other out of date information. It was suggested that a testimonial flier be given to patrons to collect more testimonials for the website.
  - C. Employee Hours - An ADP report was presented to the Board that previewed the total and averaged worked hours by all employees for the month of February and this calendar year. It was suggested that early high school students could be hired to lighten the load of the lifeguards required to use part of their shift to help clean/maintain the pool. This would allow lifeguards more time to utilize work hours for lifeguarding. Those hours could be used to add and or extend programming. An actual, unaveraged week to week employee schedule was requested to help determine which employees would be capable of covering additional programming hours.
  - D. Employee Handbook – Additional edits were needed for the Employee Handbook. Kay and Mindy will meet tomorrow to discuss. Adoption of the handbook will be postponed until the next Board meeting.

**4. REPORTS AND COMMENTS**

**District Manager** – The IGA will be discussed at the Toledo City Council meeting this Wednesday. In communications with the city manager, it appears that the pool’s current IGA will be extended for three more years.

The fundraising committee has been meeting bimonthly and have been pursuing possible grant/donation opportunities.

**5. Visitors Comments – None**

**6. Board Comments** – Roy reminded the Board that March 18<sup>th</sup> is the cutoff date for submitting their election papers.

Kay attended the SDAO HR Audit session that they offered. It contained a lot of really good information and offered to send the link to all those who were interested.

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**7. Adjourn:** The Board recessed into Executive Session at 6:57 p.m.

**8. Recess into Executive Session**

**Directors present:** Melinda Baxter, Kay Chambers, Roy Kinion, Peter Vince and Rachael Wallace

**Directors absent:** None

**Staff present:** None

**Visitors present:** None

Roy Kinion called the Executive Session to order at 7:00 p.m. under the provisions of ORS 192.660(2)(a) and ORS 192.660(7)

No decisions were made in Executive Session.

Respectfully submitted,  
Paul Steenkolk, District Manager