**GSSC Board Meeting Minutes**

February 8, 2018

Location: Burien Fire Station #28, 900 SW 146 St, Burien, WA 98166

Present: Charlene Li, Secretary

 Lyn Betensen Betenson, Treasurer

 Renata Kurprisz, Accounts Receivable

 Carrie Rasmussen, Membership

 Chris Reed, Head Manager

 Renee Birchfield, Social Chair

MARCH 2018 MEETING: GSSC BOARD MEETING to be held on Thursday, March 15th, 2018, at 7pm, at Burien Fire Station #28, 900 SW 146th St, Burien, WA 98166

Minutes:

\*Meeting start 7:05pm

1. President’s Report – Mark Dorsey

Emailed as follows:

I have contacted two former bookkeepers to review/audit our books for the FY 2017. I have a meeting with Czarina Erickson (most recent bookkeeper) at the end of February. My goal of that meeting will be to convince Czarina to help us and to find out how much it will cost the club. I imagine it will be hard for Czarina to come up with a set number given that she does not know the scope of the request, but we will try to come up with a range that we can vote on (likely via email as this is something that needs immediate attention).

To this date, I have requested several times and not received a Budget for 2018, or the 4 end of the year (2017) reports that I requested at the board meeting from our treasurer Lyn Betensen.

We have received zero interest in the snack bar position. I recommend that we publish this position as a 1-year position and see if we can't gain some interest. Let me know if you all agree so we can get started on that.

1. Vice President’s Report-Mike Joyal
2. •absent

1. Treasurer’s Report – Lyn Betensen

•Lyn Betensen has finished a first audit but the budget and numbers are still imbalanced. She will continue to look at data correction. Charlene Li asked when this will be completed. Lyn Betenson replied by 2/13/18-2/14/18

•Lyn Betensen suggests a second audit is in order. Chris Reed states that Czarina Erikson should not be the auditing source. Lyn Betensen agrees that an audit should be done by an outside source.

•Discussion on how to obtain a projected budget. Chris Reed describes the Quickbook functions of looking at past budgets in comparison to last year’s budget to get an idea on this upcoming year’s budget.

•Discussion on data correction:

Lyn Betensen has found wrong coding such as membership sales and repurchase listed as an expense and maintenance fees not listed as an income. Lyn Betensen has been looking at past coding as a method to correct the coding issue.

Chris Reed asked if the remaining amounts in PayPal have skewed numbers. Lyn Betensen replied that they have been taken into consideration and are not part of the budget imbalance.

Lyn Betensen wants to streamline the coding system in the future to make clear the spending is clearly coded. Perhaps some categories should be broadened. Either way this coding should be clarified to help the next treasurer and the entire board understand where specifically the spending goes.

Further discussion: we use historical data to check our monthly results. Every meeting should include profit and loss, balance, big ticket item purchases-basically breakdown of where we stand in the Treasurer’s monthly report.

Chris Reed suggested using part of the accounting program to monitor our progress by using a frontloaded monetary amount and a burn rate throughout the season.

Outside auditing services suggested were: Hawthorne; and Husmoe and Schaffer. Lyn Betensen to do some research on these auditing services.

1. Secretary Report – Charlene Li

•Charlene Li suggested that the snack coordinator be:

1. a one-year position,
2. offer a waitlisted family membership in trade for the snack-coordinator position,
3. staff the position with employees and mandatory volunteers,
4. or split the position between 2 families.

Discussion of pros and cons of each suggestion and deciding that the first option of a one year position would best for now.

1. Accounts Receivable – Renata Kurpisz

•48 members have not paid their maintenance dues. 1 family, Dubois, has not paid for 2 years. Unable to use pool until those fees are paid.

•Reminder to follow

1. Membership – Carrie Rasmussen

•Emailed as follows:

154 families are currently on the waitlist

I have 4 applications out for membership (I will reserve voting until next week when I receive the others who gave me a verbal yes, but I have yet to receive their contracts

Our "Active" Membership is full (pending the applications out), where we are lacking is our honorary membership (currently sitting at 36). The goal for the membership chair should in my opinion, be to always have full membership even in those Honorary positions so we are truly full. Our bylaws state we can have 280 "Active" and up to "50" Honorary. The benefit of rolling members into the honorary positions when they are eligible is retention of membership fees and spaces in the "Active" status opening up. I cannot accurately equate this to a dollar amount because I am not sure who paid what for their "membership fee" but in the future it should be a goal to have that number available.

To address the Honorary Membership I have gone through and identified 7 members who qualify this year and have emailed them all about their eligibility. I would like to maybe look at a Perpetual Plaque (photo attached) - to encourage and thank our long standing honorary members (most I chat with are concerned with "what do I loose"). Will have pricing for this next meeting (understanding the financial position however).

I would like to do a separate Stand Alone "Membership" update in hopes of identifying anyone who is interested in selling their membership prior to the season and/or billing so that we go into the season with full membership (not prorating if possible).

Currently going through the Facebook to removed anyone who is no longer a member.

1. Concessions- VACANT
2. Social Coordinator- Renee Birchfield

•Nothing to report at this time

1. Team Coordinator-Lori Box

\*absent

1. Manager-Chris Reed

• Chris Reed said with the success of the POS machine he was working on getting a soft drink merchandizer and planned to put snacks and apparel in the office.

•Chris Reed has contacted last year’s staff with 6-7 returning life guards and 2-3 non returning life guards. Letters of interested employees are due by March 15, 2018. Chris Reed is looking for sub-guards and approximately 14 maintenance employees. Employees are based on members first but depends on how many inquire and some employees’ families are no longer members but the employee is in good standing and therefore remains an employee.

Employment will be advertised by email and on facebook.

•Charlene Li asked Chris Reed what the heating costs were for the winter swim as members had inquired about those numbers. Chris Reed said he would have to look at the next set of utility bills and compare them to last years bills to determine cost difference.

1. Final notes

Outdoor heaters are currently $300-$276 at Amazon and would be a good addition to the pool

NEXT BOARD MEETING WILL BE HELD ON Thursday, March 15th, 2018 AT 7pm at the Burien Fire Station

Meeting adjourned at 7:55pm

Written and submitted by: Secretary Charlene Li