

## WHA Meeting Minutes

February 8, 2021

### Board Member Attendance:

<b>President</b>	Judith Rouhselang	P	<b>Activities</b>	Alisha Pankiw/Audrey Strong	P/P
<b>Vice President</b>	Paul Jansen	P	<b>Grounds</b>	Mike Pipke	P
<b>Treasurer</b>	Ross Sexter	P	<b>Membership</b>	Linda Withrow	P
<b>Secretary</b>	Beth Schiffli	P	<b>Pool</b>	Andy Nist	A
<b>Clubhouse</b>	Dawn Deady	P	<b>Tennis</b>	Christie & Ritchie Mora	P

Quorum is obtained when at least 6 Directors are present. Ten members are present and quorum is obtained.

Class A members: 420. Class C eligible: 327. Currently have 30.

**Guest Attendance:** Brittany Jansen, Lisa McCoy, Brian Peterson, Larry Rich

**President** Judy Rouhselang called the virtual Zoom meeting to order at 7:30 p.m. She welcomed all Board members and guests. Judy asked if there were any questions on her Budget spreadsheet, updated as of 1/31/21, and sent as a pre-read. There were none. She said that the FY 3/1/21 – 2/28/22 Budget spreadsheet and overview for the annual meeting is finalized and was sent as a pre-read. Judy estimated the February 2021 monthly actual expenses as just over \$9,000 to get the FY 2020-2021 actuals for this overview. Detailed items that were increased: Pool budget: \$1,000 increase for pool chemicals as Andy had requested; Administration budget: additional \$200 for printing, \$1,500 for an Accounting Review (but will need to get quote), \$2600 for a Reserve study (based on quote), and Merchant fees were increased. Judy created a new category for Taxes and a separate category for Swim Team. The swim team has its own bank account (PNC with balance at est. \$6500) and it should be separate from the WHA Pool Budget because it is controlled by swim moms in charge of swim team with its own income and expenses. Judy made a motion to approve the final FY 2021/2022 Budget. Mike seconded the motion and it passed unanimously.

Linda Withrow will arrange for the annual meeting mailing by the end of the week. It will be sent to all members by U.S. Postal mail. The mailing consists of a Cover Letter, Meeting Agenda, Budget, Ballot, and Zoom instructions

Website Update: Rhaya Shilts is working to update the WHA Website. Rhaya has created a new database (and user) on Dream Host which is a website host that makes it easy to use WordPress which is what we used to create our existing website and what is installed on DreamHost. Rhaya recently asked for photos to upload to the new site. Linda and Judy sent her photographs and good progress is being made. We will use the current website until the new one is perfected, and then Rhaya will switch it over.

Judy thanked Christie, as the March 8 Annual meeting will utilize her Zoom Account. Judy asked if Christie would come to the Clubhouse to join Judy for the annual meeting there, and Christie agreed.

Judy mentioned that the week after the Annual Meeting the Board will need to transfer e-mail addresses, and get Brian and Paul authorized on the Bank Accounts. Paul agreed to gather and send the new Board contact information to all new Board members. Judy and Beth will continue to update the Website with the new Board members. Judy will arrange a Zoom call with legal counsel to introduce Paul and make a hand-off. Judy suggested that the April Board meeting agenda have time set aside for a tutorial for all (Board 101): reviewing By-Laws, Duties and Responsibilities, Reimbursement requests, attendance requirements for Board members, Google storage, etc.

**Vice-President** Paul Jansen asked Christie if there is an automatic mute function for the Zoom Annual Meeting, and she said yes. He said that the recommended slate of Board candidates is set as announced in the Winter Acorn, there are no write-in nominations or self-nominations submitted by the January 25, 2021 deadline. Gary Schiffli was recommended by a member, but he respectfully declined.

**Secretary** Beth Schiffli said that she, Brittany and Judy will meet at the Clubhouse on March 4 to count ballots/votes in preparation for the Annual Meeting.

**Treasurer** Ross Sexter said the transition to the new CPA Firm (Kyle Platt ccpg cpa) has had a few bumps, but is now progressing well. The Bank Balances are as follows:

Savings: \$160,715.08

Checking: \$12,773.32

Judy reminded Ross to send her the 941's from Paycor for Q2 and Q3 2020. He promised to do so.

Annual Membership dues are coming in, mainly in the form of checks. Additionally this year, we offer the method of paying by credit card. To do so, the individual must contact Linda Withrow, and the additional processing fee will be added to the members invoice.

Ross said that the Pool Guards need their W2's and asked if Andy had distributed them. Brittany said she has a packet that Andy has not retrieved. Ross asked Brittany to look inside the packet, and add stamps to the addressed envelopes. She will contact Ross and Judy if more information is needed.

**Activities** Alisha Pankiw and Audrey Strong offered the suggestion to utilize the extra money from this year's unused Activities budget (Due to Covid) for possible addition of playground-type equipment. Ideas suggested were: Ga Ga Pit, Playground equipment such as a Swing Set, Volleyball net, etc. Linda said that an informal survey could be sent to all neighbors through Mailchimp. Lisa said that a Board Risk Assessment must take place for possible liabilities in having such equipment. Judy said that since this year's budget was just finalized with actuals and we just voted on the overview and next year's budget that we wait and visit this matter in the new fiscal year at an upcoming Board meeting. This item will be considered an unapproved item, for future consideration, and a Board vote to approve like we have done this past year for new spend.

**Pool** Judy reported for Andy because he was out of town. Andy had asked if additional lounge chairs could be ordered for the pool now. Ross and Paul said to hold off and revisit later.

Judy shared Andy's thought that a decision on group swim lessons would be made April or May Board meeting closer to pool opening and evaluate consistent with Covid guidance. Last year, under Covid restrictions, the Pool Guards gave private lessons. Judy hopes to bring Group Swim Lessons back under control of the WHA next summer, utilizing similar procedures from previous years. The approximate WHA income from swim lessons in previous years has been \$1500 to 2,000 and it is always a benefit to have the additional income. The Guard's hourly rates must be approved by the Board per the By-Laws and we will have to get Andy's thoughts on this at an upcoming Board meeting. Additionally, Ross mentioned that the Government may mandate a \$15/hour minimum wage. Ross suggested for payroll purposes, to plan for a 10% increase for guard hourly rates.

**Tennis** Christie Mora thanked Ryan Jansen for helping remove the tennis poles. She asked for additional assistance in removing the old table and chairs from the tennis courts and getting them to the dumpster. Paul volunteered his services in addition to Ryan and said they would take care of this. She said new nets will be needed in March, after the courts are power washed and cracks filled. She will purchase a push broom to hang, so that participants can clean off the courts before use. She will continue in her quest to price screens for the court. Judy will get together with Christie the beginning of March and assist Christie in ordering equipment, so all is ready for the Spring Season.

**Grounds** Mike Pipke said a special thank you to Ross for his faithful years of service on the Board and leading the effort for the Board to evolve which has continued. Ross has served in several capacities, and has been responsible for the drive to pursue professional/expert assistance for the WHA, including accounting assistance and legal counsel. Mike also praised Judy, for her tireless efforts to update and improve multiple aspects of the WHA. Mike will be going off the Board after 4 years of service which focused on Grounds and Clubhouse. Paul and Beth praised his work. He has left a tremendous legacy of excellence. Paul said, "The Grounds have never looked better, since under your care!" Mike promised that he will continue to give many hours of service to keep the Grounds looking beautiful.

**Clubhouse** Dawn Deady said that Brittany has been working hard at her job and rentals are going well.

**Facilities Manager** Brittany Jansen reported four rentals in February. Last weekend included a 2-day Wedding party and a Super Bowl party. Both were successful, and the Clubhouse was cleaned nicely. She has one more rental scheduled for February, and there is one for March. Brittany reported 2 burst pipes by the pool, which they were able to turn off the valve for one and Andy took care of the other. She has been busy cleaning and organizing - the downstairs closet is her most recent project.

Brittany asked if the rental survey/questionnaire could be put on the website. Dawn said she could help with this, and if they had any trouble, Christie Mora (Google expert) would be asked to assist. Brittany and Judy will meet with Lauren Behrle from the Swim Team, to talk about more efficiently organizing swim supplies, and getting rid of old supplies no one uses.

**Membership** Linda Withrow sent an e-mail announcing that paper invoices have been sent for Annual Dues collection. There are 420 Class A members and 30 Class C members. Unpaid: 289. Linda says we are on schedule to have most invoices paid by March 1.

Judy asked Linda and Ross who was responsible for the "receive payment action" in QuickBooks. They will discuss this at another time: Brian, Kyle Platt, CPA, Ross, Linda and Lisa will confer.

Linda will mail the Annual Meeting notice packet later this week. She will also send a Mailchimp announcing the Annual Meeting. She will collect links of introductory videos of the new Board members, which can be viewed there or on the website. Ballots will be counted on March 4, so the 2021 WHA Board and FY 2021/2022 Budget can be announced during the Annual meeting by Zoom on March 8, 2021.

Judy promised to send the Annual meeting Agenda to the Board tomorrow. She made a motion to adjourn the meeting and Mike provided a second. The meeting adjourned at 8:40 p.m.

**Annual Meeting: Monday, March 8, 2021 at 7:30 p.m. by Zoom**

