**RSM Swim Club Minutes 11-29-2016**

Call to order 7:05PM

8 members in attendance. George Astin, Sean Armstrong, Ajit Bhandari, Jessyca Emelson, Michael Struck, Jason Peck, Kristine Olson and Nicole Eden-Muraoka.

President is not a voting member, need 5 for quorum.

**Vote on September 2016 minutes**

Motion to approve September 2016 board minutes made by Jessyca Emelson, second by Sean Armstrong. Passed unanimously.

**President/ General – George Astin**

No major issues. No major projects planned for 2017.

Pump failure on Sept 26th resulted in a full day pool closure. Repaired.

Projector at the club is broken. Earmark funds to replace projector at a later date.

Discussed the possibility of a “Polar Bear Plunge” as a pool fundraiser. This would need to occur before the water heater is turned on for clinics.

At end of 2017 re-visit possibility of a keyless entry system/fob to prevent non-member entry and non-payment entry. A keyless entry would prevent loss of and an accurate daily patron head count. In meantime, it is important for the lifeguard at the window to monitor gate entry while in the lifeguard office.

Maintenance items: The surface of the pool has developed some holes. There are also some broken tiles. Need to complete these repairs before pool re-opens. Need to determine date of repairs. To be discussed with Richard Faigle. Will also ask Richard Faigle to contact the original contractor (Adams Pool Solutions) to determine if past resurfacing is still within their warrantee period.

**Maintenance – Richard Faigle**

Absent.

George Astin will communicate maintenance action items with Richard.

**Treasurer – Ajit Bhandari**

Discussed Income Statements and Balance Sheet for October. $1.7K Revenue (+$875 for swim clinics). $9.5K in expenses. Gross profit 128.9K thru end of Oct.  Total cash on hand is $27.1K.  $30K outstanding on the loan and should be paid off by 2019. YTD expenses $142K (-13K in net income).

IRS sent a letter stating, based on a compliance check, that for a 3 year period (2010-2013) we had filed Form W2 and Form 941 (Employer’s Quarterly Federal Tax Returns) but not Form 940 (Employer’s Annual Federal Unemployment Tax Returns). This happened because RSM Swim Club is registered as a 501(c7) with the IRS and 501 (c3) with Intuit, RSM’s payroll company. Intuit files the quarterly payroll taxes with the IRS. Ajit worked with Intuit to ensure that, going forward, RSM Swim Club is registered correctly as 501(c7) and will file a Form 940 and Form 941 with the IRS every quarter.

Before 2016, RSM Swim Club had not filed California State Tax returns. Ajit worked with new CPA to file these returns with State.

$150 toward pump failure in Oct.

**Membership – Jessyca Emelson**

Currently member registration is achieved by mailing invoices to all members and fees can be paid either by check, credit card or via PayPal. Goal is to make the membership registration process more efficient and less time consuming.

Plan to continue mailing out paper invoice this 2017 membership year and move toward electronic payment in 2018. There may be a handful of members wanting to continue with paper invoices.

All levels of membership have been raised by $50 to offset the elimination of new membership fee.

Continue to promote RSM Swim club membership via Nextdoor and Facebook. Need to build on RSM’s social aspects and family oriented focus as a draw for future members. Expand recruiting to North Creek, Bancroft, Valley Verde and Eagle Peak and to VVST members.

Need to fill the Social Position.

**Rentals – Kristine Olson**

No major issues.

A tenant has requested a new set of keys. George is working getting a new set.

Yoga instructor’s (Grace) husband offered to do maintenance around RSM Swim Club on a monthly basis. George suggested he draw up a proposal to be presented to the RSM Club Board.

**Lifeguards – Michael Struck**

Lifeguard job postings/recruiting:

Michael will contact Karen Montgomery (previous Lifeguard Board Rep) to help determine a timeline for lifeguard application and hiring process.Plan to start advertising lifeguard job postings Jan 2017. Plan to reach out to local private high schools in addition to local surrounding public high schools. Locate email list for past lifeguards.

Gate entrance process: Without a lifeguard at the window it is difficult to check-in members and guests. There is an inaccurate daily headcount and a loss of revenue when members/guests do not check-in and/or pay upon entry. Lifeguards will need to be trained/re-trained to properly and consistently check in guests at the window.

Introduced the possibility of a Head Lifeguard position to manage the lifeguards, versus a volunteer parent. This discussion to be continued.

**Team – Jason Peck**

Many new talented RSM swim team board members onboard this year.

Our head Swim Team coach Christian Rasmussen, an integral part of our swim club received a pay raise this year. We appreciate him and what he and his coaching staff have done for our Swim Team and Club. We hope to continue to work with Christian for many years to come.

Working towards finalizing swim team membership rates for 2017. We have room for new swim team members in 2017. Swim team capacity is 220 members.

Plan to create more promotion at other schools beyond our immediate neighborhood. Banners will be placed in new locations to get RSM more exposure. The goal is for new banners to be up in new locations before the Holidays.

Valley Vista swim team may disband due to the loss of their home pool. Plan to reach out to their members during swim team recruitment.

**Social – Currently unfilled position**

Michael Struck indicted that he may fill the social position, if a replacement isn’t found soon.

Meeting adjourned 8:50PM

Next Board meeting Tuesday, January 17th 7pm