

**College Greens Swim and Racquet Club Board Meeting**  
**Monday, March 18 at 6:30 pm**  
**Minutes**

1. Call to Order at 6:34.

Board members present: Rudy Aldama, Audrey Bazos, Lolita Espindola, Jennifer Nelson, Ryan Petta, Melanie Shanley, Brian Stoddard, and Jeff Taylor. Absent: Elena Thrower. CGSRC member present: Lori Wisheropp and Denise Fortune.

2. Minutes.

January Board Meeting, January BAND vote, February Board Meeting. Ryan Petta moved approval, Seconded by Lolita Espindola, Unanimous approval.

3. Taxes.

Audrey Bazos shared taxes are due May 15 and everything is reconciled for 2018. She will send information to tax person who will finalize.

4. Employee handbook.

**VOTE**

Ryan Petta received a quote of \$2500 from Jill England to develop an employee handbook and review Board edits. Board discussed and generally agreed this is best route to ensure we are addressing and implementing federal/state laws appropriately and to have it done this year. Motion to approve by Lolita Espindola, seconded by Jeff Taylor, Unanimous approval.

5. Lifeguard requirement policy.

**VOTE**

Current Club's lifeguard policy as approved in October 2018 is: *Lifeguards are required at events, private parties, and/or when pool is open for swimming. This includes CG Swim Team and other athletic events.*

Ryan Petta shared the history of policy - in the past, Lolita Espindola was required to open and lock up for all events. To take some of this burden off, a lifeguard was required. This policy was made stricter after county inspection last year, where inspector asked if lifeguards were present at all times pool open.

Jennifer Nelson researched state and local requirements and shared via email with Board prior to the meeting. She shared a summary including:

- Sacramento County enforces state and local health and safety codes at all pools for City of Sacramento (and all other cities/unincorporated areas in Sacramento County).
- State law requires lifeguards, swim instructors or coaches to have specific water safety certification. This affects swim team activities.
- State law/county ordinance requires a lifeguard to be on duty or a "no lifeguard on duty" sign to be posted. There is specific wording and size requirements that need to be met.

Jennifer Nelson shared via email and again at meeting that insurance policy states:

- Red Cross certified lifeguard is required when pool is open OR a sign is to be posted saying no lifeguard on duty/swim at your own risk
- Safety equipment must be present and in good working condition

- if have a fence around pool; signs warning against swimming after hours must be posted; water depth marking on side of pool

Ryan Petta Club's contacted insurance broker who could not recommend course of action but did recommend Club follow "best practice".

Based on these parameters, the board discussed when a lifeguard should be required beyond the Club's regular summer hours. Discussion included:

- Jeff Taylor asked if the reason for the policy was to take the burden off of Lolita or if there was any safety aspect. The general response was that there was also a safety aspect.
- Board agreed that if pool is to be used for a party, a lifeguard needs to be required.
- If a person reserves the clubhouse and kids are present, a lifeguard needs to be required to open/close, safety, and enforce club rules.
- If board member reserves the clubhouse and only adults are present, is having a current board member in attendance sufficient for open/close, safety, and enforce club rules and a lifeguard is not present?
- If a board member reserves the clubhouse (not pool) and minors are present, do we need a lifeguard? What age is a minor?
- \$15 lifeguard fee does not cover lifeguard costs. Club Board did not want to discuss changing at this time.
- If adults are only using clubhouse, sufficient to have no lifeguard?
- Denise Fortune, CGST swim coach, was present, provided input, and asked for clarification on what required for swim practices. She is working to schedule water certification training.
- Board agreed that at swim practice, CGST to follow state law/local ordinance for water safety certification (only need one person in continuance attendance to have certification) and have pool closed sign up.
- Board agreed that at swim meets, swim team to determine if they want to hire lifeguards.

*Ryan Petta made motion to repeal existing lifeguard requirement, Brian Stoddard seconded, unanimous.*

Follow up items:

- Ryan Petta will email the county to get the no lifeguard signage requirements and will order a few for the pool.
- Jennifer Nelson will send email to CGST committee members with the direction of Board on requirements affecting CGST.
- Jennifer Nelson will draft new lifeguard requirement policy and send out to Board to review.

## 6. Code of Conduct.

Jeff Taylor had a request from CGST for the club's code of conduct. He checked with Jennifer Nelson who did not have the final but shared a draft and suggested updating and then re-approving as opposed to finding last version. Jeff Taylor will update Code of Conduct and send out to board to review. Will review/vote at next meeting.

## 7. Crab Feed

The Board reviewed the Crab Feed event. Sold 75 tickets (not counting board) and made \$1200 before Elena's expenses. Discussion and items for future included:

- Bigger tent size so more people can sit outside
- Will get one day liquor license in future

- Need to figure out how to address people who came late and didn't pay but drank/dance. Not fair for people who paid full fee.
- Lifeguard must be present at future crab feed
- Volunteers/wait staff/event needs to have a board point person. Wait staff didn't have clear direction throughout the night on expectations and what to do. Wait staff under 18 cannot get alcoholic drinks during dinner.
- Received noise complaints. Need to make sure all music is shut down at 10 pm per city ordinance.
- Melanie Shanley has a procedures and logistics list that would help for future crab feeds and events in the future.
- Should have a post-event survey since have captured email list of attendees. Melanie will draft and send out questions; Ryan Petta will share email addresses.

#### 8. Ice cream fundraiser

Rich's Ice Cream offered to show up and sell ice cream. Board seemed okay. Ryan will ask swim team if they are doing churros and then get back to vendor to check on dates.

#### 9. Membership

Melanie Shanley updated membership forms and will be communicating with members. Currently have 230 people on wait list and adding 3 new members this month (March). Since we developed two wait lists, we have 94 total - 48 in boundaries.

Melanie pointed out website changes needed:

- \$110 payment option is no longer an option and needs to be removed from the website.
- Melanie will email membership forms from membership director and they can be removed from website.

Board agreed that if a member's ten-year anniversary is before the end of summer season, they do not need to do volunteer hours.

#### 10. Volunteer opportunities

- Criteria and rules for members planning club events (Audrey) – skip to March
- April workday. Will be April 14 from 8-noon; Brian/Jeff/Ryan/Melanie have a list of items

#### 11. Junior lifeguard program.

Jeff Taylor stated need to change junior lifeguard program. He has a concept – shadow program; not work oriented program; member kids only - will set age and will write up. The Board also discussed discontinuing if no value for either junior guards or club.

#### 12. Lifeguard training/meet the Board day.

Jeff Taylor will forward info on date and time.

#### 13. Operations

- Diving boards structures. Brian Stoddard emailed pictures to American Strippers for quote. Brian recommended also looking into cost of new diving board structures as it may be cheaper. He will also check if it requires a city permit. Ryan Petta will check with insurance if any issues with changing diving board structures.
- Sidewalks. City hasn't responded to Brian Stoddard so still waiting.

- Water fountain install is on work day/club to do list.
- Ice machine tuned up today; Ryan Petta present.
- Alarm. Nest or Ring are possibilities – Ryan Petta looking at best option.
- Chain link gates to tennis court. Brian Stoddard will get a quote on double gates.
- Lighting. Ryan Petta will get quote from electrician on outside lighting.

14. Closed session items – employee or individual member issues

- 3 members will have been sent letters indicating their memberships will be cancelled in 15 day if they do not pay their 2018 volunteer dues.

15. Next meeting is moved from April 15 to April 22 at 6:30 pm.

Adjourn at 9:10