

EDHS Aquatics Board Meeting~ Minutes

Meeting Date: 6/26/17
Meeting Time: 3:30pm
Meeting Location: Palmero Residence

Meeting Participants:

Board:

- John Palmero, President
- Lisa Jackman, Girls VP
- Diana Pantoja, Boys VP
- Tania Gersbacher, Treasurer
- Amy Alcazar, Secretary
- Participants:
 - Kristina Palmero
- What documents are required for employee's in order to legally comply. (Amy)
 - Reviewed new hire paperwork: federal & CA state requirements
 - Lifeguards/ instructors under 18 need to obtain work permit
 - Reviewed time sheet process
 - Discussed Workers Compensation requirements since acting as employer
 - Need to obtain labor law posters
- What documents and process' are needed for the successful payment of employees through quick books (Tania)
 - W4/ DE4
 - Driver's License or copy of birth certificate
 - Reviewed hired employee/ position/ hourly rate
- Clear agreed upon employee packet for new and returning employees (Board as a whole)
 - Reviewed in first bullet point
 - Summer Lessons needs a clear "standard operating procedure" along with a timeline
 - Refund Policy needs to be defined for lessons along with process/ timeline
- Pay structures including hourly wages and raises. (Board as a whole)
 - Defined 2 years ago
 - Lifeguard \$12/hour
 - Instructor \$14/hour
 - Pool Manager \$18/hour
 - Anyone employee returning in same capacity 2nd year in a row, increase .50 per hour, to cap out at the 2nd year rate
- A location in the Pool office (File) where this info can be obtained in the event a staff manager is not present.
 - Need to verify in pool office if locked cabinet to store employee documents

- Discuss alternatives to board group texting as this can lead to people's intent being lost in translation. Texting, though convenient, is not effectively getting needs across.
 - All procedural requests need to be done via email
 - Text should be used for quick answers needed only
- MISC anything we've missed or like to add.
 - Website: add gear ordering links, forms needed for fall: athletic clearance & sports physical, paperwork to be distributed for fall meeting (Amy)
 - Player participation fees: need to review options to set up in website billing. Need to be able to add one time charge, ex. Player plaques (Amy)
 - Snack Shack: Kristina Palmero to run. Discussion on options for upcoming state championship hosting 7/14-7/16.
 - John initiated motion for \$1,000 for snack shack nonfood item needs/ Tania 2nd: for motion: all opposed: none
 - Deck improvements: bang boards need to be repaired/ replaced
 - John initiated motion for \$200 for wood & paint needs/ Tania 2nd: for motion: all opposed: none