

## INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chair

DATE: September 16, 2014

SUBJECT: TPAC Committee Chair's Report and Recommendation

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### ISSUE

Summary of the September meeting held at TCC

### FINANCIAL IMPACT

N/A

### BACKGROUND

Meeting date September 6<sup>th</sup>, 2014

### DISCUSSION

- 1) The committee discussed in depth lessons learned from the community picnic/BBQ. Everyone agreed that judging attendance, consistency and marketing are the key values to creating successful events in the future. Jennafer has requested the committee be more involved with marketing and promotional events in the future. Following transition to a self operated model quarterly promotional events are being considered by the committee.
- 2) TPAC members gave reports on the initial operations transition subcommittee meetings they have attended. All agreed that there is much to do and were off to a good start. Please see the draft September TPAC minutes for a more in detailed report.
- 3) Our ED gave a briefing regarding the Aquatics Manager candidates currently being screened for interview. She said the process is working well and there is good pool of candidates for the hiring subcommittee to choose from. Jennafer requested TPAC add a 15 minute standing agenda item for marketing. She requested that next year TPAC be more involved in the pool marketing strategy. All members present agreed with her recommendations.

### TPAC RECOMMENDATIONS

None for the month of September



Tukwila Pool Advisory Committee

September 6, 2014

"Draft" Minutes

Tukwila Community Center

Call to Order: 8:11 am Dave Puki

ATTENDANCE: TPAC Members: Jeri Frangello-Anderson, Vanessa Zaputil, Dave Puki

TPMPD Clerk: Kate Kruller

TPMPD Executive Director: Jennafer Price-Cargill

GUEST: Diane Myers

Approval of August 2, 2014 Minutes: Vanessa made motion to accept minutes as presented, Jeri seconded. Unanimous vote

BUSINESS ITEM 1: Community/public pools marketing discussion continuation. Capture any lessons learned from first community/pool event: Presentation was made to the board at the August MPD meeting and very well received. Biggest challenge was determining crowd attendance. Follow up with Parks Department for what their opinion was regarding the event and if they would like to see a continuation of this event in the future. Consistency is key, need to continue at least 3 years to see results. Early planning would also help with organization for volunteers from different organizations and sponsorship opportunities. Jennafer indicated that as we go through this transition more community events will be key in the future. Marketing in the future for upcoming events would be key to get the word out like eblasts to members, signage, staff involvement. Continue marketing events at the pool for 2015, possibly once a quarter. Jennafer indicated that with the transition she would love to see TPAC be very involved with helping the new Aquatics Manager with marketing. TPAC to add a 15 minute marketing agenda item to each TPAC meeting.

BUSINESS ITEM 2: MPD Operations transition subcommittee reports and discussion what's next moving forward:

Logistics Committee: Dave Puki .

Dave indicated that there is a lot to accomplish. Verna had provided a policy matrix showing what Tukwila currently has, William Shore Policies and Des Moines Policies to be able to work with as a guideline. Task list was provided to include Finance, Human Resources, Pool Operations, Legal and IT. The Logistics Committee decided that IT is such a huge task, that they have requested that there be an IT

Committee be formed. Finance is also a big item, that this also be included with the Budget Committee. Discussion at the Logistics meeting and looking at the possibly of continuing contracts with current service providers for continuation of services. Communication between current and new operations will be key to success. Next Logistics meeting is September 18<sup>th</sup> at 6:30 at Valley View Library.

Budget Committee: Vanessa Zaputil

Recommendation made to Commissioners to authorize to pay Aquatic Manager and try to stay to lower end of the salary base. Discussion regarding the Executive Director salary and the additional work that will be required and how she will be compensated. Next Budget meeting, September 6, 2014 from 1-3 at the Burien Library. Discussion regarding the possibility of having the sub-committee meetings at Valley View Sewer district.

Hiring Committee: Jennafer Price-Cargill reported due to Kim McCoy not available

19 candidates, 11 made it through the minimum qualifications. 11 were asked to do a phone screening, out of the 11, 9 did phone screening. Jennafer did all phone screenings, 6 were recommended and 5 moved forward. 1 candidate is local and 4 are out of the area. Skype interviews to take place on September 9<sup>th</sup> and 11<sup>th</sup>. Committee members to review recordings of interviews and present their recommendation on September 23<sup>rd</sup> to the board. Steve Burke also to interview the candidates one on one to review their qualifications.

BUSINESS ITEM #3: Executive Director Report. Jennafer indicated that in 2015 she would really like to see TPAC be very involved with marketing and policies in 2015. TPAC members were in total agreement with future involvement regarding marketing and policies.

Vanessa made motion to adjourn, Jeri seconded.

Meeting adjourned 9:46

Next TPAC Meeting October 4, 2014

Tukwila Pool Advisory Committee

August 2, 2014

FINAL Minutes

Tukwila Community Center, Arts Room "A"

CALL TO ORDER: 8:11, Vanessa Zaputil called the meeting to order

ATTENDANCE:

TPAC Members: Kim McCoy, Kay Mulliner, Vanessa Zaputil, Jeri Frangello-Anderson and Dave Puki arrived at 8:25

TP MPD Clerk: Kate Kruller

TP MPD Commissioner: Allan Ekberg

Guests: Ellen Gengler, Jacque Carroll and Diane Myers

TP MPD Executive Directory: Jennafer Cargill-Price called in at 9:10

Approval of July 12, 2014 Minutes. Jeri made motion to accept minutes as presented, Kay seconded.

Unanimous vote

BUSINESS ITEM 1: Review of Community BBQ Fundraiser Swim event held July 26<sup>th</sup> including funds raised for the Scholarship Program. Event went off as planned and well supported. Volunteer support was fantastic. Health Department, Ann Jackson was very supportive and was very impressed by Dave's invention for a hot water had washing station. Total raised for the Scholarship Program was \$ 273.00. A special acknowledgement and huge thank you to all the volunteers that gave up their time and support. Diane was awesome for getting people to come back for the \$1.00 swim. TPAC noted that the \$1.00 swim at the pool wasn't marketed well. A huge shout out thank you to Global to Local for supplying volunteers and Ellen Gengler for providing the graphics and signage. A huge Thank You to Dave Puki for purchasing and providing all the food and drinks for the event.

BUSINESS ITEMS 2: Discussion regarding Board direction toward self-operation and requests for member participation on subcommittees: Solicit volunteer TPAC members for selection to sub committees per request. Dave handed out an unofficial memo from the Board President regarding the future operations of the pool. The unofficial memo indicated implementing hiring an Aquatics Manager, Engage an Accountant, Install a new POS system, replace all city owned equipment, hire additional staff, develop basic TMPD policies and procedures and establish new service and rental agreements. Three

committees are in need of TPAC participation. Budget, Hiring and Logistics. Vanessa voiced that she would definitely like to be part of the budget committee; she feels that this is her strength and would like to be involved with this committee. Kim indicated that he had experience with hiring and would be more than happy to serve on the hiring committee. Jeri indicated that she also would be interested in serving on this committee. Dave feels his strength would be closely related to the logistics committee. TPAC Members and TP MPD Clerk also noted that Kay would be a huge asset to hiring. Kay agreed to volunteer as needed as an Ad Hoc if needed. Allen noted that Ellen would also be a huge asset to the budget committee. Vanessa indicated that in talking with Verna at the BBQ, hiring the Aquatics Manager needs to happen sooner than later. Kim made a motion for the board to consider Kim/Jeri for the Hiring Committee, Vanessa for the Budget Committee and Dave for Logistics. Kay as an Ad Hoc as needed. Jeri seconded.

Kate did indicate that if the board isn't ready by the first of the year, the city has indicated that they will be there if needed if everything is not ready to go by the end of the year deadline to keep the pool operational.

Unanimous vote.

Vanessa exited meeting at 8:30 am

BUSINESS ITEM 3: Executive Director Update. Jennafer called in at 9:10 with update. Jennafer indicated that the Aquatics Manager position was posted to the NRPAC Website on Friday 8/1 and so far there are 3 very qualified people interested. Jennafer has put together a preliminary date of August 19<sup>th</sup> for the Hiring Committee to meet. Jennafer also sent the job description to Steve Burke and the Board. Dave asked Jennafer if TPAC and the Commissioners could also receive the job posting via email. Dave to email back to the board the TPAC volunteers interest in the various committees in regards to unofficial memo provided for the future operations of the Tukwila Pool.

Kim made motion to adjourn, Jeri seconded.

Next TPAC meeting September 6, 2014