

Tukwila Pool Advisory Committee

June 7, 2014

"Final" Minutes

Tukwila Community Center

Call to Order: 8:10 am

ATTENDANCE:

TPAC Members: Vanessa Zaputil, Dave Puki, Kim McCoy, Kay Mulliner

Executive Director: Jennafer Cargill Price

MPD Commissioner: Verna Seal

Guests: Diane Myers

APPROVAL OF MAY 3 2014 MINUTES: Vanessa made motion to accept minutes as presented, Kay seconded. Unanimous vote.

Business Item 1: Formalize Plan for BBQ fundraiser swim event July 26th

Dave handed out a a breakdown of various items that will need to be addressed. Dave was still waiting to hear back from Rick Still after meeting with Rick and Stephanie. Rick was to check into if food permit was required, fire department, table and chairs. Dave did indicate that at the meeting Rick did indicate that volunteers will need to assure the attending community members avoid the parking lot for one hour immediately following Touch A Truck while vehicles are being removed from the parking lot. This is for safety reasons. Jennafer also indicated that the school district was planning to lay down Astroturf and was unsure if this would hinder parking or availability. Rick also mentioned that if any items need to be returned to the pool, that tear down of these items take place 30 minutes after the free swim in order for staffing to finish up their day. Parks offered to provide the lawn games. Dave to follow up with Rick regarding questionable items still awaiting answers, Kim to coordinate with Tracy Galloway in regards to event advertising and contact Tukwila Reporter. Verna will ask Jacque "Help Wanted Poster" and "Event Poster" Jennafer to research money handling procedures for donations and coordinate with staff regarding pool staff coverage on the day of the event. Vanessa will approach area food stores about sponsorship and food contributions. Dave indicated that as a backup plan he will purchase all the items needed.

Vanessa indicated that anybody who will be handling food will need to have a Food Handlers Permit. Dave indicated that he plans to go online to get a permit, anybody else who will be volunteering to help with the food will also be required to get a Food Handlers Permit.

Foods to be served, keep it to a minimum and simple to alleviate any additional prep time. Hamburgers, Hot Dogs, condiments, chips, cookies, water, pop, Otter Pops.

Vanessa asked about the time of the event, the food service will be from 1:30 – 5:30, the water safety table to be set up earlier in the day to be out during the Touch a Truck event which starts at 10:00. Dave indicated that maybe TPAC could ask for assistance from STP to help man the water safety table earlier in the day to help offset volunteers who are unable to be at the event all day.

Jennafer asked what is expected from the Commissioners at the event. Verna indicated that she will talk to all the members.

Items still needed to complete are:

- Detailed proposal with budget for Commissioners June 25 meeting, final to be given to Jennafer by June 18.

- Develop volunteer expectation and appoint a coordination/point person

- Produce/distribute posters

- Pre event timeline, day of event timeline, post event report

Business Item 2: Follow up discussion on posting agendas at the pool.

Dave and Jennafer did discuss with Rick when they met regarding posting of the TPAC meetings. Rick is good with that. Permanent location still to be determined. Dave will drop the TPAC July meeting agenda to the pool.

Business item 3: Executive Director Update.

Jennafer indicated that the June 12th Executive meeting will need to be rescheduled. Jennafer is still waiting to hear back from the Commissioners on a date that will work and as soon as a date is reached she will let everybody know.

Retreat follow up. Highlight of the meeting was Steve Burke and him sharing his knowledge from the William Shore Pool. The biggest take away was decide “What we are”. , ED being the buffer, Boards role Policy and Enforcement.. Verna indicated that the board has set a timeline in regards to Governance, Role Clarity, and Service Model. Vanessa wanted to make it noted that Steve Burke gave up his own time

for the retreat, with travel and overnight expenses which is absolutely remarkable and great collaboration.

Business Item #4: Approve July meeting change of date from the 5th to the 12th.

Vanessa indicated that the original contract with the Community Center that the original rental contract showed the 5th of July. Kay made motion to move the July 5th TPAC meeting to July 12th, Kim seconded. Unanimous vote.

Vanessa made motion to adjourn, Kim seconded.