

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: David Puki, Tukwila Pool Advisory Committee Chair

DATE: March 10, 2014

SUBJECT: TPAC Committee Chair's Report and Recommendations

ISSUE

Summary of the March meeting held at TCC

FINANCIAL IMPACT

N/A

BACKGROUND

Meeting date March 01, 2014

DISCUSSION

- 1) The committee discussed the scholarship data that was presented to the Board at the November 2013 MPD meeting. The program success and future anticipated usage are key issues discussed to determine if current funding is adequate or additional fund raising will be needed. A motion for a Board recommendation to monitor scholarship awards passed with a unanimous vote and is included with this report.
- 2) Our discussion on usage of the pool cover requested by the Board President was unnecessary because we were informed the cover is now being used.
- 3) We received a marketing update from Jeri. She asked the committee to create a list of 10-20 Tukwila business sponsorship opportunities to pursue. Possible tax benefits for business sponsorship and business qualities were raised. A motion for a Board recommendation to set forth a policy and procedure guidelines passed with a unanimous vote and is included with this report.
- 4) Our Executive Director informed the committee she is working to update the website and said there is room for a TPAC page if desired. We all agreed that would be very nice indeed. She informed us that Resolution 8 was sent back to the committee by the Board. Additional review and discussion will be placed on the April agenda. Jennafer said she is having discussions with staff as to the best solution for posting staff pictures at the pool.

RECOMMENDATIONS

TPAC recommends the TP MPD Board authorize the Executive Director sign and approve all scholarship applications as well as every lesson session awarded for each scholarship as a means to track funding need and student progress.

TPAC recommends the TP MPD Board create a policy for sponsorship/donor opportunities and the qualities they expect from business support as well as any limitations to accepting sponsorships and donations.

ATTACHMENTS

-TPAC Final Minutes 2-1-2014

Tukwila Pool Advisory Committee

February 1, 2014

Minutes

Tukwila Community Center – Senior Card Room

Call to Order: 8:06 am

ATTENDANCE:

TPAC Members: Vanessa Zaputil, Dave Puki, Kay Mulliner, Jeri Frangello-Anderson.

Kim McCoy was absent

Executive Directory: Jennafer Price Cargill

Guests: Diane Myers, Ellen Gengler, Jacque Carroll

Approval of January 11, 2014 Minutes: Vanessa made motion to accept minutes as presented, Jeri seconded. Unanimous vote

Business Item 1: Executive Director Update on Board Direction and MPD Meeting

Jennafer presented a rough draft of a new resolution designed to replace Resolutions 8 & 11 with corrections noted from previous meeting with the addition of a student representative language presented by TPAC at the January MPD meeting. Jennafer also presented corrections to Section 2 Tukwila Pool Advisory Committee Established and asked for any feedback. There was discussion regarding the wording of "Tukwila Business Owners" and the use of the word "Citizen" instead of "Resident". The group liked the idea of using the term "Tukwila Resident" to be consistent with the term "Tukwila Business Owners". There was further discussion in regards to limiting non-residents. The group seemed split with the number being 2 instead of possibly considering only 1 non-resident. There were points made about that people using the pool who would be vested in the pool that might be interested in becoming part of TPAC who don't live in Tukwila. There was concern about the number of members possibly going to nine. The other concern noted was if the group did lose members like earlier last year, the split could possibly be more non-citizens to citizens. The history has shown that after 2 previous TPAC members had to resign, there was a tough time recruiting. Jennafer indicated that De'Sean had indicated that there had been interested from others to join and didn't seem to feel that there would be an issue. Discussion to possibly have verbiage added that the non-resident member have a vested interest in the pool. Vanessa did as what the legal implications would be with adding a student. Currently members go through a background check. Jennafer to check with legal regarding this.

TPAC Direction: Jennafer proposed to the board president that this was going to be quite a lengthy conversation and should be added to the yearly retreat. To start Jennafer indicated that she had been tasked with giving a set of priorities for the operation to be addressed from the KJ Design report. Jennafer indicated that she would like TPAC's help with this. The task is for each member of TPAC to provide their top 5 action items to her. The purpose of this is to provide what the priorities are that will need to be addressed. Vanessa asked what the timeline is for this, Jennafer indicated that De'Sean is very anxious to get this information on the February meeting. Jennafer indicated that she is more looking for help from each member to informally provide input. We should definitely put this on our upcoming Agenda's for slotted time for discussion and recommendations. Jennafer asked if all members could provide their KJ Design input before the 13th of February.

Fundraising: Jennafer indicated that we should put on our radar for future fundraising. Ellen indicated that it would be very helpful if information could be provided on how fundraising funds are being used, for example the swimsuits for high school students. It would be very helpful to have the data on how many are needed, how many were purchased etc. Vanessa asked what the need is at this time for fundraising. What are the real needs for fundraising, Swim Lessons, Swim Suits, Scholarship, a priority of what is needed would be helpful for the group. Jennafer has asked TPAC for fundraising ideas.

Business Item 2) Meeting Location

Vanessa presented the contract for the room rental of the Arts "B" room, with the only meeting not being available is December 6th. Vanessa indicated that this will need to be signed by the Executive Director. Vanessa indicated that the only conflict per the schedule provided was the July 5th meeting, Vanessa asked if possibly changing to the second Saturday in July would be better. The group agreed that keeping the meetings at the TCC would be the best location with the possibility of additional attendees. December wasn't listed in the contract, but the 2nd Saturday would work better.

Business Item 3) Marketing Update

Jeri indicated that the marketing meeting was on Wednesday January 29, Kim McCoy and Kay Mulliner were also present. Jeri brought to the group the 2013 minutes and agenda 2014 timelines would need to be updated for the new year. Jennafer indicated that she would check into this.

Marketing Committee, Amy provided a list of 2014 upcoming events that the pool would like to be involved with along with the budget line items for each event. The budget presented was over the \$10,000 budget. The marketing meeting had a lengthy discussion regarding the budget, and what the priorities would be and where we could see cost cutting from the proposed list. One of the events that is a desired presence is the summer movie night, Kay noted that this seemed to be a good event presence with about 40 participants. The list provided was a rough list of ideas that staff had put together. ROI was also noted that return on investment would be very helpful. Discussion around the printing costs of the pool schedule were brought forward, Jennafer indicated that she plans to take a good look at the format of the schedule to help it read better and get the best bang for the buck. Vanessa was concerned about the current quality of the print material. Jeri indicated that she had been tasked from the Marketing meeting in regards to getting local Tukwila business involved with possible

sponsorship to help offset costs of printing and advertising. Amy had asked to have this presented with how this program would look and how to get local businesses involved and what they would get. The next marketing meeting is scheduled for March 19th. Jeri indicated that her hope was that now that Jennafer is on board and this being her first meeting she will be more closely involved with the marketing.

Vanessa made motion to extend meeting by 15 minutes. Jeri seconded

Business Item 4) Safety Discussion and Suggestions

Vanessa mentioned that in the best practices and the suggestion box had indicated that having staff photos in the lobby would be a very positive environment to be welcoming and inclusive. The concern would be minors, incorporating this into the parental consent would be helpful to overcome this barrier. Vanessa presented language that TPAC could present as a recommendation. "TPAC recommends TPMPD consider a policy where by the pool operator posts all active pool staff members image and name in a prominent location at the pool , TPAC further recommends that where a minor is involved parental consent is obtained." Vanessa made motion to present this language to the board, Jeri seconded. Unanimous vote.

Vanessa brought up the sign in, sign out sheet for public safety. This helps with emergency evacuation, and disease control. This goes along the line with the MPD goals for providing a safe haven.

Vanessa made motion to adjourn, Jeri seconded. Next TPAC meeting March 1, 2014.