

Tukwila Pool Advisory Committee

October 4, 2014

FINAL Minutes

Tukwila Community Center Meeting Room Arts "B"

Call to Order: 8:11 Dave Puki

ATTENDANCE:

TPAC MEMBERS: Vanessa Zaputil, Dave Puki, Jeri Frangello-Anderson, Kay Mulliner, Kim McCoy

TP MPD: President De'Sean Quinn (filling in for TMPD Clerk Kate Kruller)

TP MPD Executive Director: Jennafer Price-Cargill

GUEST: Diane Myers, Ellen Gengler, Jacque Carroll

Approval of September 6, 2014 Minutes: Vanessa made motion to accept minutes as presented, Kim seconded.

Business Item 1: Discussion of progress on transition to self-operation. Subcommittee activity reports and question and answer period for each subcommittee member:

Logistics: Dave Puki – Logistics committee meeting once a week and planning every week on Thursday's at Jennafer Price-Cargill's house. Next meeting October 8th at 6:30pm. Dave indicated that the Logistics' committee has decided to adopt the William Shore Policies and are going through each item one by one. Conversion and edits are being made to tailor to the Tukwila MPD. Currently the Logistics committee has gone through the 300 and 400 sections. Dave indicated that the plan is to continue existing contracts with current service providers and looking closely at which providers are necessary to keep the transition seamless. Current list of pool contractors was just received by Jennafer. Stephanie is putting together the current parks policies to give to the Logistics committee.

IT Committee: Kim McCoy , Allan Ekberg, Kate Kruller Jennafer Price-Cargill, Ellen Gengler

Kim indicated that the IT Committee met last Sunday at Jennafer's . Objectives, Prioritize and select contract/facilitate technology service processes and devices. Need to settle on final POS system, current system CLASS will no longer be supported after 2017. Looking at alternatives, Ellen has presented some options. Looking at options of server based or Cloud based system. One system that has been presented and investigated is REC Pro, which is server based. All the systems that are being explored will support on-line registration. Security with any system is key to protect patrons. City will be

removing hardware, but cabling to stay. Current phone system is VOIP Mitel, exploring other alternatives Comcast which can handle up to 23 phones, Integra and Century Link. Current schedule is for selection of research, selection and acquisitions of SOS.

October: IT Contractor, telecommunications and POS selection.

November: Records transfer, storage, setting up new devices

December: SOA Contracts, POS, up and running records transfer and training of staff to go live end of December.

Hiring Committee: Currently the EDC is working on an offer for Dave Perkins.

Budget and Finance Sub-Committee: Vanessa Zaputil – Working on presenting a transitional budget to the board. Treasurer recommendation. King County looks to be a good deal, with no charge. King County also does offer Investment Pool Management for a small fee. CPA and Bookkeeper still needed for tax filing. Currently the Committee is looking into all options that are available. Ellen presented information in regards to a 501C option. Currently working on a rough of the 2015 budget, this looks more like a line item budget. Ellen indicated that each committee seems to pivot around each other. Budget committee meets weekly at City Hall.

Business Item 2: Discussion on marketing pool events during transition to reduce loss and provide transition information to pool patrons: Need to increase revenues, there has been some uncertainty with the patrons about the transition the pool is going through. Where are we losing revenues? Lessons were down by half in August. Budget for 2013 we brought in \$237,000, 2014 was budget at a low figure of \$240,000, at current rate of revenue would only be at \$200,000 for 2014. What is the message is the MPD wants to send out to the community. Dave suggested a slogan "New Beginnings". FAQ handout for patrons to answer the common questions that are being asked. TPAC made recommendation to offer help with a table at the Pool Birthday party on October 18th to answer questions patrons have regarding the transition and provide answers. De'Sean indicated that he would pass the information on to the board to have TPAC man the table. Vanessa to email De'Sean with the FAQ information to be presented. December it would be great to put an article in the Tukwila Reporter regarding the pool transition. Vanessa asked about when looking at new IT solutions, email blasts would be very helpful, Kim also noted that looking at systems that can support text messaging also. Poster or banner in the lobby or pool was also suggested to help put out information to patrons. Future events to have a meet the staff at grand re-opening and it was strongly recommended that doing an event for appreciation for the current staff.

Business Item 3: Executive Director Update – Special meeting is being put together for October 9th location to be determined at 6:30 to take action for Aquatics Manager, IT Related Issues and an Executive Session for a couple of items. Ellen asked if there was anything needed from the Finance and

Budget Committee to be able to present the offer to the Dave Perkins. Kim indicated that he was presenting to the board to be an independent IT Contractor for the pool. Dave indicated that there would not be a conflict of interest with him continuing with TPAC.

Vanessa made motion to adjourn, Jeri seconded.

Next meeting November 1, 2014