

**Pacific Sands Cabana Club HB
Board of Directors Meeting--CLOSED**

**April 8, 2020 (7:00PM) AND April 13, 2020 (ZOOM)
MINUTES**

Call to Order: 7:00 PM

- **BOD:** Judi Hall, Justin Holmes, Jason Moller, John Winkels, Kelly Morrison
- **Additional Support:** Rise' Krejci-Rodrigues—General Manager, Liz Kirksey—Accountant, Kyle Tague—PSST Committee

Approval of Minutes: from March 11, 2020- -Approved and _____needs signature

Financial Reports: Liz Kirksey, Accountant

- Approve Budget— operating costs, when considering partial refunds, discounts, Members' fees, because of Covid19 club closures discussed
- Profit and Loss—Overview
- Profit and Loss—budget vs. Prior Year Actual

Committee/Manager Updates:

PSST, Stroke Clinic, Jr. Lifeguard Prep Program—Kyle Tague

- Program updates/announcements
- Deadline dates for Penguins' swim team this year, if it's a possibility after Covid19.
- Stroke Clinic adjustments/reimbursement options, due to Covid19 virus.
- Junior Guards Prep on hold, during quarantine. Refund options discussed--pause on refunds, until we receive further mandates pertaining to Covid19, partial return for unused dates of service. If any chance of restarting courses, Sessions 1-4 have priority, sessions 5-8—only if time permits, regarding start date of JG Programs. Immediate refunds considered on case-by-case, if needed.

General Manager Updates—Rise' Krejci-Rodrigues

- Operations and Vendor Expenses report; admin JG Prep/Stroke refunds process and impact.

Business Conducted:

- Finalize flooring decision
- Employee pay/salary during Covid19 closure discussed
- Is PSCC eligible for the government loan? Stimulus?
- Operating costs laid out in detail—monthly overall operational fees, as it relates to refunding partial Member fees during closure.
- Opening Pool Options, locking bathroom doors, allow for pool cleaning crew, front gates codes locked, etc. discussed.
- Member Dues for Covid19 closure discussed
- Vendor fees during Covid19

Actions Approved:

- Approved Kyle Tague's letter regarding Stroke Clinic, JG Prep classes and Penguin Swim Team. It addresses reimbursements, refunds and payment for said activities and how Covid19 has/will impact(ed) each start date, suspension or postponement of those activities. Letter approved to be sent to Members.

- Approved a refund to persons signed-up for Stroke Clinic, as pool is closed, due to Corona virus.
- Approved a discount for members' dues fees for May and foreseeable future, during club closure, due to covid19—each member to pay a discounted flat rate of \$63.00 for family membership and \$31.50 for individual memberships (approximately 30% discount, overall). Members' fee discount will be reviewed, as closure mandates are fluid, and will be adjusted as needed.

Unfinished Business:

- General Manager position--processes/responsibilities, as it relates to hiring, firing, paying employees, email correspondence, board-approval expenditures amount, vendor schedule etc. to gain overview of club needs, during Covid19.

Adjournment—time: 9:17 (April 8) and 8:20 (April 13)

Minutes written by: Kelly Morrison, secretary _____

Approved by: Judi Hall, president _____