



## Minutes

Holland Area Community Swimming Pool Authority Meeting  
Holland, Michigan, October 4, 2018

The Authority Board met in regular session at on Thursday, October 4, at 4:00 p.m. in the Holland Community Aquatic Center conference room and the meeting was called to order by Vice-Chairperson Willoughby.

Board Members Present: Duistermars, Gisinger, Hemmeke, Hemingway, and Willoughby

Board Members Absent: Farkas (Ex-Officio), Giesler, and Van Zetten

Staff Present: Executive Director Huisingsh and General Manager Duimstra

### 1. Approval of Agenda

After review, a motion was made to approve the agenda as written.

Moved by: Hemingway  
Seconded by: Gisinger  
Vote: 5-0

### 2. Public Comments

There were no persons wishing to address the Board.

### 3. Approval of Minutes

The Board approved the minutes of the June 21, 2018 meeting, and the September 10, 2018, meeting.

Moved by: Gisinger  
Seconded by: Hemingway  
Vote: 5-0

### 4. FY2017-2018 Auditor Report

Mr. Matt Sinnema of Kiekoover, Scholma & Shumaker, PC provided the Board with a summary report of the concluded audit for year ended June, 30, 2018. The following items were highlighted for the Board:

- Page 1: Audit report- unmodified opinion, all required material is included
- Page 3: Governmental Funds financial statements, unassigned \$613K in the fund balance
- Pages 15-18: Reviewed pension plan and footnotes
- Page 17: Net pension liability is \$28K, based on assumed discount rate of 8%
- Noted requirement to report tax abatements and noted increases in abatements
- Page 20: Final budget vs actual
- Provided a internal control letter noting no need for any Board actions
- 5<sup>th</sup> consecutive "clean/unmodified opinion" audit report

### 5. HACSPA Future – Kennari Consultant's Report

Mr. Josh Spencer of Kennari Consulting updated the board on Kennari activities to assist HCAC with Next Gen future development. The next step is to achieve a business plan, which is projected to be completed by the end of November. He noted that the economic impact study (Hope College: Frost Research) will be completed and will show value provided by the facility in two parts; existing organization and projected organization.

Kennari will continue to assist with Next Gen Development, meet with Foundation Board members, and continue to facilitate discussion with potential supporters.

## 6. HCAC Committee Reports

- a. **Executive Committee**– Vice-Chairperson Willoughby reported the Board has determined the performance of its Executive Director; Jack Huisigh to be “outstanding” for FY2017-18. The fiscal year was closed better than plan and developmental funding authorized by the Board did not exceed plan. The HACSPA Next Gen process is going well, and efforts are focused on increased communication with community. HCAC professional and contracted support groups are being evaluated.  
Willoughby welcomed new board members Gisinger and Hemingway – retreat opportunities may be discussed and organized through Chairperson Giesler.
- b. **Finance Committee** – there was nothing additional to report from the Finance Committee.
- c. **Personnel Committee** – Duimstra provided the Board with proposed updates to HACSPA Policies, Holidays P-HR-002 and Jury Duty P-HR-007. Board approved policy updates as written.

Moved by: Hemingway  
Seconded by: Hemmeke  
Vote: 5-0

## 7. General Manager Report

Duimstra provided the Board with an update on staffing and programming. Newly hired Instructional Program Manager, Jesse Luyk, has worked with the instructional team to make improvements to curriculum, and provide a positive environment for staff. Positive initial Customer comments have been received and Board members are invited to view the program as they are available.

## 8. Executive Director Report

Executive Director Huisigh requested HACSPA Board assistance with connections and community outreach and noted that the HCAC Foundation Board is excited and engaged. Huisigh noted; to allow for HCAC Next Gen renovation and possible expansion plans, transfer of several of his daily and internal management requirements to General Manager; A. Duimstra. Succession planning and development continues and has been fundamentally achieved for each member of the HCAC Management Team. Training and development continues.

## 9. Other Business and Issues

Gisinger requested monthly HACSPA meetings moving forward. Board members in attendance agreed.

## 10. Adjournment

The Board was adjourned by Vice-Chairperson Willoughby at 5:39 p.m.

Respectively Submitted,

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Darrin Duistermars  
Secretary