

Proposed Minutes

Holland Area Community Swimming Pool Authority Regular Meeting

Holland, Michigan, June 23, 2022

The Authority Board met on Thursday, June 23, 2022, at 4:00 p.m. The meeting was held at 550 Maple Avenue in Holland.

Board Members Present: Candis deBoer, Darrin Duistermars, Sara Giesler, Tim Hemingway, Ron Hemmeke and Bob Soeters

Board Members Absent: Steve Sisson

Staff Present: Executive Director, Jack Huisingh, General Manager, Amanda Duimstra, Administrative Assistant, Jaunine Hackmon

Others Present: Greg Maybury, HCAC Owner's Representative

1. Call to Order

Giesler called the meeting to order at 4:04 p.m.

2. Approval of Agenda

Motion to approve the agenda, as proposed.

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

3. Public Comments

There were no public comments.

4. Approval of Minutes of the April 21, April 28, and May 19, 2022, meetings.

Motion to approve the April 21 and April 28, 2022, meeting minutes, as written.

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

Motion to approve the May 19, 2022 meeting minutes, as written.

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

5. HAC Next Gen Project Status Update

- a) Phase 1: 1968 Renovation, 1998 Dive Platform, and New Construction Prep – Complete
- b) Phase 2: 2022 New Community & Fitness Construction – Complete
- c) Phase 3: 1998 50M Competitive Pool Upgrade, and 2022 5-lane Pool – In Process
- d) HAC Administrative Office Renovation: provided by philanthropic support - Complete
- e) Phase 4: Entry Canopy: provided by philanthropic support – Nov./Dec. 2022
- f) No safety incidents, project is within budget, and the project remains on schedule, including +\$3M in philanthropic adds
- g) Removal of temporary wall between 50M and new 5-lane pool – Oct. 2022
- h) Exterior sitework including final parking lot and landscaping scheduled for Fall 2022.

Hemmeke joined the meeting at 4:20 p.m.

6. HAC Foundation Report

Huisingh provided the Board with an update of HACF activities:

- a) Happy Families, Healthy Communities +\$3M Capital Campaign – Complete
- b) Celebration dinner for donors is scheduled for Oct 6, 2022 in HAC's new lobby.
- c) HAC Foundation identifies the following ongoing goals;
 - Achieve additional construction HAC upgrade funding of \$750,000
 - Achieve annual funding support for HAC programming of \$150,000
 - Scholarship for those with financial need to attend HAC and HAC Programming
 - Achieve Legacy/Endowment promises and support of \$3M
- d) HAC Foundation voted to transfer all available HAC "Happy Families, Healthy Communities" receipts to date to the HACSPA Board to be used for construction additions; reserving;
 - (3) months of partial administrative financial support from HACSPA Administrative Assistant labor expenses
 - The remaining cost of the HAC Lobby Donor recognition board
 - The budgeted cost of the October 6, 2022 donor recognition event at HAC
- e) Motion to approve HAC Foundation request to HACSPA to prepare a named paver brick campaign. Motion will be subject to HACSPA review of renderings of the paver location and appearance.

Moved by: Hemingway
Seconded by: deBoer
Vote: 6-0

- f) Motion to approve the transfer of HAC Foundation Funds received from the "Happy Families, Healthy Communities" campaign donations received to date to the HAC Construction budget at the discretion of HAC's Executive Director.

Moved by: Hemingway
Seconded by: Hemmeke
Vote: 6-0

7. HACSPA Committee Reports

Executive Committee

S. Giesler

a) Motion to approve continued authorization and support to HAC's Executive Director for HAC staff development in the form of HAC Management Group's personal and team understanding of DiSC and KOLBE evaluations.

Moved by: Duistermars
Seconded by: Hemingway
Vote: 6-0

b) Motion to approve authorization and support to HAC's Executive Director for the integration of Entrepreneurial Operating System (EOS) within the organization during 2022 and 2023.

Moved by: Duistermars
Seconded by: Hemingway
Vote: 6-0

c) Motion to approve the implementation of HAC Team Core Values;

- Acts with Integrity and Honesty - Demonstrates truthfulness and transparency, actions and decisions are above reproach
- Is a Great Team Player - Brings a positive attitude, supportive and fosters accountability
- Goes Above and Beyond - Serves with excellence, continuous improvement, exceeds expectations
- Safety Matters - Details make a difference

Moved by: Duistermars
Seconded by: Hemingway
Vote: 6-0

d) Motion to approve HACSPA Governance & Committees, HAC Executive Slate, and Chairs of all committees, as follows:

Chair: Giesler
Vice Chair/Secretary: Chair of Safety & Comms. Duistermars
Treasurer; Chair of Finance; Tim Hemingway

Moved by: Hemmeke
Seconded by: Soeters
Vote: 6-0

e) Motion to approve HAC Committee Chairs, as follows:

- Executive Committee Chair: HACSPA Board Chair - Giesler
- Finance Committee; Chair: HACSPA Board Treasurer - Hemmingway
- Safety & Communications: HACSPA Vice Chair - Duistermars
- Ad Hoc; Chair to be assigned by Executive Committee

Moved by: Duistermars
Seconded by: deBoer
Vote: 6-0

- f) Motion to approve HACSPA Board Meetings the following Board Meetings:

Regular Quarterly Meetings:

Thursday, September 15, 2022 at 4:00 p.m. (3rd week)
Thursday, December 15, 2022 at 4:00 p.m. (3rd week)
Thursday, March 16, 2023 at 4:00 p.m. (3rd week)
Thursday, June 22, 2023 at 4:00 p.m. (4th week)

Special Meetings:

Thursday, July 21, 2022 at 4:00 p.m.
Thursday, August 18, 2022 at 4:00 p.m.

Moved by: Hemingway
Seconded by: Duistermars
Vote: 6-0

Finance Committee

T. Hemingway

- a) Motion to approve the FY2022-2023 Debt Budget:

Projected Revenues	\$ 1,688,304
Projected Expenses	\$ 1,766,400
Projected Net Rev/Exp	\$ (78,095)
Projected ending Debt Balance	\$ 146,954

Moved by: Duistermars
Seconded by: Giesler
Vote: 6-0

- b) Motion to approve the FY2022-23 Operations Budget:

Projected Revenues	\$ 3,180,000
Projected Expenses	\$ 2,980,000
Projected Net Rev/Exp	\$ 200,000

Moved by: Duistermars
Seconded by: Giesler
Vote: 6-0

Safety & Communications

D. Duistermars

No Report

8. Executive Director Update (Huisingsh)

- a) Motion to Approve HAC Policies: P-HR-101 HAC Core Values, P-HR-102 HAC Attendance, Punctuality, and Record of Time Worked, P-HR-103 HAC Discipline Policy, and P-HR-105 HAC Social Media Policy.

Moved by: Duistermars
Seconded by: Giesler
Vote: 6-0

- b) FY2022-23 Organizational Chart was provided for Board review.
- c) FY2022-23 Rate Structure - subject to change
 - +10% Regular Rates beginning (effective 7/15/2022)
 - Current monthly members change Sept 1, 2022
 - +15% for Reservation Rates (effective 7/1/2022)
- d) HAC's original large scoreboard is unrepairable. HAC will work to achieve funding in excess of \$200,000 to replace the existing competition scoreboards to support internal and partnership competitive events.
- e) Recreation Management Publication; June 2022 Annual Report for Sports, Fitness and Aquatics Facilities Report highlights:
 - Average operating costs between 2020 to 2021 are up 23.7%
 - Projecting forward from 2021 to 2023 average operating costs are expected to increase 18.4%.
 - Aquatics only facilities operational costs are expected to increase by 12.3% from 2022 to 2023.
 - YMCA Aquatics report average operating cost in 2021 of \$690,000.
 - YMCA Aquatics report expected operational cost increases of 26.1% between 2021 and 2023.
 - Programming reporting the sharpest growth;
 - Special needs aquatics programs
 - Leisure swim
 - Swim Meets & Competitions
 - Aquatics Exercise
- f) HAC has completed the addition of 3 of 4 required leadership positions. Two were achieved through internal promotion. Our HAC Staff diversity continues to grow.
- g) HAC Leadership Staff have completed DiSC and KOLBE evaluations with coaching on use of these tools to be completed by the end of this month.
- h) Our HACSPA Board will consider implementation of the Entrepreneurial Operating System (EOS) for the leadership group before the close of this FY2021-22 with an intent to implement during the FY2022-23 period.
- i) HAC will complete another successful and positive financial performance year with great aspirations for growth and development within our Community.

9. Other Business and Issues

- a) Giesler requests Board participation in development of 3-year and 10-year goals.
- b) Giesler will send out a committee responsibilities document.

- c) Giesler is developing a Board attendance requirement document for review.
- d) The next meeting will be held at 4:00 p.m. on Thursday, July 21, 2022.

10. Adjournment

Giesler adjourned the meeting at 5:44 p.m.

Respectively Submitted,

Darrin Duistermars
Secretary