

Approved Minutes

Holland Area Community Swimming Pool Authority Meeting

Holland, Michigan, October 23, 2024

The Authority Board met on Wednesday, October 23, at 12:00 p.m. The meeting was held at 550 Maple Avenue in Holland.

Board Members Present: Ben Aguilera, Eva Folkert, Steve Sisson, Darrin Duistermars, Colleen Hill, and Bob Soeters

Board Members Absent: Ron Hemmeke

Staff Present: Executive Director - Amanda Duimstra, Executive Assistant - Erin Mouw, Operations Director – Jason Epplert

1. Call to Order

Duistermars called the meeting to order at 12:00 p.m.

2. Approval of Agenda

Motion to approve the agenda, as proposed.

Moved by: Folkert
Seconded by: Hill
Vote: 6-0

3. Approval of Minutes of the 7/31/24 Board Meeting

Motion to approve the minutes of the 7/31/24 as written.

Moved by: Sisson
Seconded by: Folkert
Vote: 6-0

4. Recognition of Persons wishing to address the board.

None

5. Updated Board Meeting Schedule for 2024/2025

- Proposed time change for future meetings from 12:00 to 11:30- time change approved.
- 2025 Dates: January 22, April 23, July 23, October 22

6. Auditors Report – Mike Vredeveld

- Vredeveld provided with a brief summary of the FY2023-2024 financial audit. Lynette Hummel (Office Manager) instrumental in communication with auditors.
 - Clean, unmodified opinion.
 - Recommended a public notice with the HAC budget for next fiscal year.

7. Executive Director Update, given by Executive Director, Amanda Duimstra

- **Instructional-** Partial non-resident schools now providing additional support for non-resident fees. Black River declined swimming lessons for their students this year. All other schools were retained.
- **Competitive-** New diving coach has been hired. The Be Better Invitational fundraiser event was a success. The team is prepared for a busy winter meet schedule.
- **Therapy/Rehab-** CPR is increasing their pool usage hours and experiencing growth.
- **Staffing/HR-** 16% turnover rate in Q1, the team is working to retain staffing levels. HAC is hiring in most departments. New state laws will require updates to the sick leave policy, and minimum wage requirements.
- **Leadership Team-** EOS system continues to be a support for the leadership team and the staff. The quarterly focus team meeting went well, and goals are on track.
- **Budget-** For Q1 up 10% in facility visits and memberships, down 15% in instructional (appears to be growing for Q2). Labor/benefits costs have increased by more than 15%. Membership rates will be increased by 5% in November.

Jason Epplett, Operations Director provided an operations and community update:

- **Operations-** A safety and security manager position has been implemented. The safety team is updating protocols and providing regular safety training in-services
- **Community-** Membership is growing, especially with Medicare supported programs and corporate memberships. Facility capacity is on track. The goal of increasing rentals by 10% is on track. Fitness/Wellness area is growing rapidly, and the team is expanding. Fun community events are being planned, including an indoor triathlon.

8. Foundation Board

The offsite meeting with combined HACSPA and Foundation boards was a success. Action steps resulting from this will be reported at the next board meeting.

9. Executive and Finance Committees

Capital improvements for lighting are still being considered and bids are still being evaluated. The elevator updates will not be required at this time.

10. Adjournment

Motion to adjourn the meeting at 1:30 p.m.

Next meeting date: Wednesday, January 22, at 11:30 am

Moved by: Sisson

Seconded by: Hill

Vote: 6-0

Respectively Submitted,

Bob Soeters
Secretary