

Proposed Minutes

Holland Area Community Swimming Pool Authority Meeting

Holland, Michigan, October 22, 2025

The Holland Area Community Swimming Pool Authority Board met on Wednesday, October 22, at 11:48 a.m. The meeting was held at 550 Maple Avenue in Holland.

Board Members Present: Bob Soeters, Ron Hemmeke, Nick Dekker, Colleen Hil, Steve Sisson, Ben Aguilera, Eva Folkert

Board Members Absent: none

Staff Present: Executive Director – Amanda Duimstra, Finance Manager- Lynette Hummel, Executive Assistant- Erin Mouw

Others Present: Mike Vredeveld (Auditor), Tom Seiff (HAC Foundation Chair)

A. Call to Order

Soeters called the meeting to order at 11:48 a.m.

B. Approval of Agenda

Motion to approve the agenda, as proposed.

Moved by: Dekker
Seconded by: Hill
Vote: 7-0

C. Approval of Minutes of the 7/23/2025 Board Meeting

Motion to approve the minutes of the 7/23/2025, as written.

Moved by: Sisson
Seconded by: Folkert
Vote: 7-0

D. Recognition of Persons wishing to address the Board

- a. Tom Seiff- HAC Foundation Board Chairperson
 - i. Bryan's Big Lake Swims is one of the Foundation's priorities. Bryan's attempts to swim across all the Great Lakes to raise money for children's swimming lessons have been a successful fundraiser.
 - ii. Brick by Brick - Seiff encourages all the HACSPA Board members to purchase bricks to leave a legacy, holiday gifts, etc.
 - iii. HAC Foundation Board is planning an end-of-year letter campaign.
 - iv. Sisson encouraged both boards to focus on water safety initiatives message out to the community.

E. Auditor's Report- Vredeveld

- a. Mike Vredeveld provided the Board members with review the Auditor's Report for the 2025-2026 fiscal year, conducted by Vredeveld, Haefner LLC.
- b. The audit was unmodified.
- c. Vredeveld reported that there are very good financial controls in place at HAC and the audit was supported well by Hummel and Duimstra.

F. Finance Manager's Report - Hummel

- a. Hummel manages HAC Operations, Foundation, and Debt funds, AR and AP, deposits, donations, and processes payroll.
- b. Responsibilities also include reconciling bank statements, paying sales tax, and invoicing customers.
- c. Hummel facilitates year-end audit and worker's comp audit.
- d. Over the last year, HAC changed payroll systems and upgraded QuickBooks, under Hummel's direction.
- e. As the Finance Manager, Hummel manages IT relationships with Macatawa Technologies and documents/monitors long-term contracts.
- f. Due to internal finance capabilities, HAC has reduced external accounting costs over the last two years.
- g. Duimstra and the Board thanked Hummel for her financial management.

G. Executive Director's Update - Duimstra

- a. **Budget Overview** – The organization is seeing increases in membership and competitive revenue. The team's efforts are to increase instructional revenue with additional private lessons. Therapy rental decrease as the partnership with CPR has ended. Expenses in electricity, wages and benefits, insurance rates are all increasing. Overall budget is on track.
- b. **Capital Projects** - Within the current fiscal year budget, the Board has approved \$350,000 for capital projects. Projects include renovation of the community wellness spaces and replacing the therapy pool air handling unit.
- c. **Operations** - The senior leadership team will participate in their EOS quarterly planning session on October 30. Cait Boss has transitioned to the new Operations Director role.
- d. **Human Resources** - HAC has enlisted help from HR Solutions West Michigan to determine the next best steps for supporting organizational HR needs.
- e. **Executive Director Annual Goals** – Duimstra's annual goals are on track.
- f. Holiday party will be at BAM! this year. All Board members and staff are encouraged to attend.

Note: Aguilera was excused from the meeting.

H. Board Governance- Hill

- a. The Executive team is initiating additional succession planning. Hill requested that Board members help with considering their successors as they are near the end of their terms. This will help ensure that there is stability during Board member transitions.
- b. Soeters and Sisson are working on compiling and synthesizing Board documentation, policies and onboarding processes. The goal is to have this completed before the Spring HACSPA Board planning session.

I. Other Business and Issues

- a. Next meeting date: 1/28/2026 at 11:45 a.m.

J. Adjournment- Soeters

Motion to adjourn the meeting at 1:02 p.m.

Moved by: Hemmeke

Seconded by: Sisson

Vote: 6-0

Respectively Submitted,

Colleen Hill
Secretary