Madison Community Center
Governing Board Minutes
Thursday, October 21, 2021 @ ***6:30 AM***
ZOOM Conference Call and in-person

Call to Order: Danny Frisby-Griffin called the meeting to order at 6:31am in the Community Center Meeting Room and via ZOOM/conference call.

Members Present: Danny Frisby-Griffin, Josh Anderson, Laura Boecker, Michelle Corey, Sara Hara, Brian Keller, Tyler Steele, Jennie Thompson.

Members Absent: Jeff Dittman

Ex-Officio Present: Jeremiah Corbin. Sonya Wilt – Finance Officer, Jameson Berreth – City Administrator – also present

Staff Present: Laurie Bunker

1. **Approval of the October 21, 2021 board meeting agenda:** Agenda was presented. Motion was made to approve by Jennie Thompson and seconded by Michelle Corey. Motion carried.

2. **Approval of the September 16, 2021 board meeting minutes:** The meeting minutes were presented. Motion to approve was made by Josh Anderson and seconded by Jennie Thompson. Motion carried.

3. **Approval of the September 23, 2021 special board meeting minutes:** The meeting minutes for the additional board meeting held on September 23rd were presented. Motion to approve was made by Josh Anderson and seconded by Tyler Steele. Motion carried.

4. **Committee Reports**
   a. **Executive:** None
   b. **Budget:** Included within director's report in board packet
   c. **Membership / Marketing:** Included within director's report in board packet
   d. **Facilities:** Roofing project update included within director's report

5. **Department Reports:** The department reports were acknowledged as presented in the board packet.
   a. **Director:** Included in board packet, with updates given on:
      - Memberships - Corporate wellness, regular membership, reduced rate, renewals and cancelled memberships.
      - Marketing – Winter/spring brochure, digital displays, website and Facebook
      - NIHCArewards - Fitness incentive program that provides a monthly reimbursement back to members who utilize MCC
      - Tivity Health Silver Sneakers – offers a community fitness program designed specifically for seniors, that with their MCC use Tivity provides back a reimbursement to the community center.
      - Department Meetings
      - Custodial position – Old business #6
      - Roofing project update
   b. **Fitness Coordinator:** Included in board packet
   c. **Group Trainer/Recreation/Intramural Coordinator:** Included in board packet
   d. **Aquatic/MAC Coordinator:** Included in board packet
   e. **Youth Activities Coordinator:** Included in board packet

Old Business

6. **Update: Custodian Position:** The custodian position has been approved and with the required waiting period concluded the position should be posted externally within the next couple days.
7. **Update: Aquatics Area activity:** With the state limitations of not entering into an agreement that requires a deposit Corey Braskamp-DSU is working with Life Floor to pay 100% vs the 50% deposit required by Life Floor. DSU has also requested an updated estimate from Miller Sandblasting and Painting to include both the pool project and the stairs project on one shared estimate. Sandblasting and painting are planned for January 3-21st with Life Floor remaining flexible with their start date of January 24th pending the sandblasting and painting project. The total project time frame will be 5-7 weeks. Laurie Bunker is working with the area hotels for options to provide space for water aerobics.
8. **Update and decision: review proposed changes to Professional Training, Certifications and No Compete Clause (No Compete Clause is not a MCC Policy; see 106, 207); discuss confidentiality agreement:** Areas of the document to be updated include the confidentiality statement by removing the "…hold in confidence for two (2) years…" to be indefinite as well as possible need to remove section III: Beachbody Coach Agreement. Further discussion on how often the sheet needs to be signed ie: annually during staff performance reviews, needs to be followed up on once the updates are complete.
9. **Discussion and decision: City to provide follow up on how much the community center pays in transaction processing fees. Discussion was tabled until further details can be obtained from Daxko:** Currently there is a .22 cent charge per transaction and is automatically part of the CSI billing. However, further discussion needs to be had on continuing with CSI or looking into other software programs before making decisions on transaction fees.
10. **Update: 2022 budget and financial direction:** Sonya Wilt has been meeting with MCC staff regarding the 2022 budget planning. Along with a DRAFT budget provided to the board, Sonya was also able to provide suggestions on how to improve tracking of expense by department/program and possible areas of opportunity to save on cost and add revenue. With the continued growth of the After School Program/Summer program Sonya suggested that separating the program from the combined budget for the Madison Community Center was an option. This would allow the ASP to apply for grant funding and further track the program in better detail. Motion to separate out the After School Program from the Madison Community Center budget was made by Jennie Thompson and seconded by Sara Hare. Motion carried. Sonya will make the changes in the DRAFT budget in preparation for the November 1st budget reading. The budget committee will also meet to further review the DRAFT budget and review with suggestions provided by Sonya.

New Business

11. **Discussion and Acknowledge: September 2021 revenue and expense reports:** The revenue and expense reports were sent for board review on a separate e mail from the board packet. The revenue and expense reports through September were acknowledged as presented to the board.
12. **Discussion and decision: Membership tiers and prices:** From a staff perspective it can be difficult to monitor and enforce the base and premium memberships. Further discussion will need to take place on how best to move forward with an option that works for both the members and staff.
13. **Discussion and decision: Corporate Wellness Program as well as public entity participation; DSU, Lake County, City, Madison Central School District:** There appears to be much confusion and unanswered questions from the sponsors participating in the Corporate Wellness Program. With the lack of organization and information available to Laurie Bunker she is having difficulty moving forward with the current program. Going forward she will continue with the 15% employee discount as done previously and work with those who are on a membership tier. Will also treat the public entity participation as it was done in the past with no financial sponsorship for employee discounts, but in place will continue with past agreements such as utilizing a bus through the school when needed for the ASP.
14. **Discussion: Temp MCC Structure and assigned responsibilities of operation; what's going well; areas of concern; areas where assistance is needed:** Agenda items 14 and 15 are combined in agenda item 16.
15. **Discussion and decision: Recreation structural organization and positions/pay grade:** Agenda items 14 and 15

are combined in agenda item 16.

16. **Discussion and decision: Future MCC organizational structure:** A DRAFT organizational structure along with a breakdown of job responsibilities/expectations per position was included in the board packet. Possible cost saving options discussed within the DRAFT structure. Full time staff are encouraged to attend the meetings-including today- and further discuss their thoughts on the restructure and offer further insight that would be a benefit in the planning/discussion process. The executive committee will meet Friday 22nd to work through the DRAFT organizational structure and responsibilities. Laurie will update the full-time staff on the upcoming executive meeting and encourage attendance for those that are able.

17. **Public comments per resolution No. 2018-11:** None

Adjourn: Meeting adjourned at 8:30am.

A special meeting is scheduled for the governing board on Thursday October 28, 2021, at 6:30am to revisit budget planning items prior to the November 1st budget reading.

Next regular scheduled board meeting is November 18, 2021 @ 6:30 am.