

WATERTOWN COMMUNITY RECREATION CENTER
BOARD MEETING
July 1, 2016 -7:00 A.M.

CALL TO ORDER

APPROVAL OF MINUTES

APPROVAL OF BILLS

GUEST PROGRAM STAFF: Dave Greenman, Program/Fitness Director

OLD BUSINESS

- 1. New Facility Update**
- 2. New Check In System June**
- 3. Budget Meeting**

NEW BUSINESS

A. Joint Powers

B. Membership Report

- 1. April Membership Report**
- 2. Year- to-Date Membership Report**
- 3. Silver Sneaker Report**

C. Boys/Girls Club Report

D. Personnel/Finance Committee Report

- 1. Budget Update**
- 2. Budget Year-to-Date Update**
- 3. Program Revenue/Expense Report**
- 4. Acknowledge Volunteers**

E. Facility Report

- 1. Repair Hot Water Boiler**

F. Other Business

- 1. Approve New Board Member**

G. New Facility Policies

- 1. New Membership Rates**

H. Next Board Meeting

July 8, 2016 Budget Meeting

WATERTOWN COMMUNITY RECREATION CENTER
BOARD MEETING – June 3, 2016

PRESENT: Mike Peterson, Brian Richter, Darrel Stacy, Keith Enstad, Carrie Dylla, Mike Danforth, Gary Grewing, Scott Johnston, Dr. Jon McAreavery, and John Small–Staff.

ABSENT: Tom Franken

Mike Peterson called the meeting to order.

Approval of Minutes: Scott Johnston made a motion to approve the May 2016 minutes, seconded by Carrie Dylla. The motion carried.

Approval of Bills: Jon McAreavery made a motion to approve the May bills as printed and distributed, seconded by Darrel Stacy. The motion carried.

Staff Input: Dave Greenman, Fitness Director, was unable to attend this month but he will attend in July.

Old Business

New Facility Update: Mike Danforth and gave an update on the progress of the new building. Sheet rock is being put up and the pool is dug and competitive pool is being poured.

New Check in System: We planned to start it Monday, June 13 but the IT department has ordered us some new computers. It was determined that we should wait and install the program on the new computer, rather than install it twice. New computers should be up and running in 2-3 weeks and we still hope to have the new check-in system installed and start registering people by the end of June.

New Business

Joint/Powers Committee: No Report.

Membership Report: For the month of April, the Rec Center had 21 new members join and 25 members drop. The current number of membership contracts is at 1,392, a decrease of 26 contracts or -2% from this time last year. Total number of individual members of youth, teenagers, Vo Tech students, and adults is 5,092, an increase of 127 individuals from the previous year. Silver & Fit and Silver Sneakers Users are not included in number of membership contracts. John is researching how other facilities include them in their membership numbers.

Silver Sneakers/Silver & Fit: John reported that for the month of April, Silver Sneakers and Silver & Fit brought in a total of \$3,596 with 170 people attending at least once this month between the two programs.

Reimbursement Request: The board discussed a request for a membership reimbursement for Jordan Chapin, who called and stated he cancelled his membership sometime in the spring of 2014 and recently discovered he was still being charged. He is requesting a reimbursement of around \$750, which the board denied. He can come and appeal to the board if he chooses. Comments made that we have no record of his cancellation and that he should have noticed much sooner

Boys/Girls Club Report: Dr. Jon McAreavery reported that the Club is working on wrapping up their capital campaign before September. They're also selling tickets for the annual truck raffle, which will take place Wednesday, June 22nd. Another item being raffled is a jet ski. They only sell 1,000 tickets and have sold over 800 so far. The Club will also be using the Garfield School during construction. They are currently serving about 400 kids each day.

Personnel/Finance Committee Report:

April Update: April revenue was \$87,779. Expenses were \$70,813. There was a surplus of \$16,966 for the month of April.

Budget YTD 2016: Revenue \$323,207 with total expense of \$304,561. YTD, there is a surplus of \$18,646.

Program Revenue/Expense Report: The May Day Run profited \$543.

Acknowledge of Volunteers: None.

2017 Budget Schedule: The budget must be submitted by July 12th. The Personnel Finance Committee will meet July 7th to review John's proposed budget. The board will then meet July 8th to approve the completed budget, and John will submit it the following week.

Facility Report: None.

Other Business:

Summer Programs Offered: These programs are available to both members and non-members, and also attract people from other communities. Programs include: 12th Annual Kampeska Classic, 6th Annual Race for Chase, High School Girls Volleyball League, High School Girls and Boys Basketball Leagues, 32nd Annual HyVee Mini Triathlon, Red Cross Swimming Lessons, 7th Annual FOP Kid's Triathlon, Kampeska Run Around the Lake (Half Marathon, 5K, & 10K), SWAT Boot Camp, and Rumble on the Ranch.

New Board Member: Keith Enstad's 6 year term is up as of this meeting. He will attend the July meeting to approve the budget. John will post flyers to let people know we are looking for applicants. The person must be a Rec Center member.

New Facility Policies:

Rates for 2017: Motion by Dr. Jon McAreavery to lower the senior discount from 25% to 15% as of September 1st for all members, seconded by Gary Grewing. The motion passes.

Current members who are 55+ will keep receiving the senior discount as long as their membership continues. New members must be 60 to qualify for the senior discount. If members age 55-59 cancel their membership and rejoin before they turn 60, they will not receive the senior discount until they turn 60.

The board asked John to go over the membership increase numbers and show options of raising rates by percentage or by set amounts. If by set dollar amounts, we will need to be able to show justification. John will come back to the July board meeting with a new proposal.

Towel Service Policy: Currently only Fitness Plus members are offered towel service, or basic members can pay extra for it. John proposes that we offer towel service to all members. Dr. Jon McAreavery made a motion to offer towel service to all members, seconded by Scott Johnston. Motion passes.

Facility Operating Hours/Staffing: John proposes facility hours of M-F 5am to 10pm, Saturday 7am to 8pm, and Sunday 10am to 7pm. Scott Johnston motions to approve proposed hours, seconded by Gary Grewing. The motion passes.

Facility Staffing: Additional staffing would be needed for front desk and facility supervisors. Additional programming staff will be necessary but will depend on membership growth and class attendance. The board determined no action is needed on this item.

Next board meeting: Friday, July1, 2016.

With no further business the meeting was adjourned.

Respectfully submitted,

John Small, Rec Center Staff

Mike Peterson

Date

John Small
Executive Director
Watertown Community Recreation Center
Phone: 605-882-6250

Old Business

New Facility Update

- The competitive pool floor and walls are poured
- Leisure pool is dug out
- Whirlpool is poured
- All sheet rock is up
- All three locker rooms are participation off
- All windows are in except the south side of the pool
- The facility looks very bright inside with the windows in

New Check In System – June

I anticipate the finger vein check in system will be up and running by the time of our meeting. I will give you a report on how it is working at our meeting.

Budget Meeting

Just a reminder that we will be holding a special board meeting on Friday the 8th to go over the propose 2017 budget,

New Business

Membership Report

For the month of May the Rec Center had 10 new members join and 35 drop. The current number of membership contracts is at 1,367 vs 1,402 at this time last year. A decrease of 35 members or 2% from last year. Total number of individual members of youth, teenagers, Vo Tech students, and adults is 5,002 an increase of 101 individuals from the previous year.

Silver Sneakers

Current Silver Sneakers enrollment for:

May of 2016 – 65

May of 2015 – 51

May of 2016 payment \$618

May of 2015 payment \$544

Silver & Fit

Current Silver & Fit enrollment for:

May of 2016 - 304

May of 2015 - 208

May of 2016 payment \$3,165

May of 2015 payment \$2,226

Total for April \$3,783

Program Revenue/Expense Report

	Revenue	Expense	Profit/Loss
Kampeska Classic	\$675	\$565	\$110

Acknowledge Of Volunteers

No report

Repair Hot Water Boiler

Recently our boiler for our hot water for pool and the adult locker rooms would shut off and not start back up. We would have to continue to reset it. We had Johnson Controls come up numerous times to find the problem. After about three visits he narrowed it down to the control panel (the brains). Our boiler was installed in 1990 and they discontinue the controller. We had to buy a kit to replace the device. The control kit cost \$1,900, no other option. So much for band aiding the problem since we are moving out in 8 months!

New Board Member

I have received 7 applications from individuals seeking the open seat on the board. The Personal/Finance Committee reviewed the candidate's information on Tuesday and narrowed them to two. I have sent the two candidates information with the agenda. Please look them over and we will vote on one of the two at our meeting.

Membership Rate Increase by Set Amount, Proposed Last Board Meeting

	Current Rate	Monthly Increase	Total Increase	Percentage Increase	Year Increase
Family	471	3	36	7%	507
Family FP	615	3	36	5.50%	651
Couple	-				471
Couple FP					615
Adult	342	3	36	10%	378
Adult FP	486	3	36	7%	522
60+ Couple	342	2	24	7%	366
60+ Couple FP	486	2	24	5%	510
60+ Adult	258	1	12	4.50%	270
60+ Adult FP	401	1	12	3%	413
Average \$3,000 revenue per month x 12 months					
SilverFit/Sneak					
7th - 12th Grade	116		36	24%	152
1st - 7th Grade	52		36	41%	88
LATI					
Day Passes					
Family	15		1		16
Adult	9		1		10
8th -2th	5		2		7
1st -7th	3		2		5

Membership Rate Increase Set by Percentage

	Current Rates	Percentage Increase of 8%	Total Monthly Increase	Total Yearly Increase	New Rates
Family	471	8%	3.14	37.68	508.68
Family FP	615	8%	4.10	49.20	664.20
Couple					471.00
Couple FP					615.00
Adult	342	8%	2.28	27.36	369.36
Adult FP	486	8%	3.24	38.88	524.88
60+ Couple	342	8%	2.28	27.36	369.36
60+ Couple FP	486	8%	3.24	38.88	524.88
60+ Adult	258	8%	1.72	20.64	278.64
60+ Adult FP	401	8%	2.67	32.04	433.08

Budget For The Month Of May

Revenue for the month of May	\$77,478
Add \$3,250 from City subsidy	\$ 3,250
Subtract \$8,334 from 6 month pool payment from school	\$ -8,334
Total true revenue for the month of May	\$72,394
Expense for the month of May	\$79,901
Add \$528 for insurance that was pre paid at the beginning of the year	\$ 528
Total true expense for the month of May	\$80,429
True revenue for the month of May	\$72,349
True expense for the month of May	\$80,429
May has a deficit of	(\$ 8,080)

Budget 2016 YTD

Revenue through the month of May	\$381,012
Add \$16,250 from City Subsidy through May	\$ 16,250
Subtract \$1,666 from school pool payment	\$ -1,666
Total revenue through the month of May	\$395,605
Expense through the month of May	\$388,704
Subtract \$3,713 from 7 months of pre payment of insurance	\$ 3,713
Total Expense through the month of May	\$384,991
True revenue through May	\$395,605
True expense through May	\$384,991
The budget for the year to date of 2016 has a surplus of	\$10,614
The budget for the year to date of 2015 had a surplus of	\$26,635