

WATERTOWN COMMUNITY RECREATION CENTER
BOARD MEETING
August 5, 2016 -7:00 A.M.

CALL TO ORDER

APPROVAL OF MINUTES

APPROVAL OF BILLS

ELECTION OF OFFICERS

1. **President**
2. **Vice President**

COMMITTEE REPRESENTATIVES

1. **Personnel/Finance**
2. **Facility**
3. **Boys and Girls Club**

OLD BUSINESS

1. **New Facility Update**
2. **New Check In System June**
3. **2017 Budget**

NEW BUSINESS

A. Joint Powers

B. Membership Report

1. **May 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. **Redoing Wood Floors**

F. Other Business

1. **Program Staff Attending Board Meetings**

G. New Facility Policies

- 1.

H. Next Board Meeting

September 2, 2017

**WATERTOWN COMMUNITY RECREATION CENTER
BOARD MEETING – July 1, 2016**

PRESENT: Mike Peterson, Tom Franken, Darrel Stacy, Keith Enstad, Carrie Dylla, Gary Grewing, Scott Johnston, Dr. Jon McAreavey, and John Small—Staff.

ABSENT: Brian Richter, Mike Danforth

Mike Peterson called the meeting to order.

Approval of Minutes: Gary Grewing made a motion to approve the June 2016 minutes, seconded by Tom Franken. The motion carried.

Approval of Bills: Jon McAreavey made a motion to approve the June bills as printed and distributed, seconded by Gary Grewing. The motion carried.

Staff Input: Dave Greenman, Fitness Director, updated the board members on the programs he runs, including Athletic Edge, Road Races, High School Basketball League, and talked about the personal training we offer at the Rec Center and the state of the current weight room areas. Dave discussed how a lot of the equipment will move to the new facility but we will also be adding new things. There will be a lot more room at the new facility so members will still be able to work out during Athletic Edge training for example. Dave is very excited for new opportunities we'll have at the new facility. He believes we can expand our personal training offerings, as well as try some other things that are brand new.

Old Business

New Facility Update: John informed the board that the competitive pool floor and walls are poured, the leisure pool is dug, whirlpool is poured, all the sheet rock is up and the locker rooms are partitioned off. Most of the windows are in except on the south side of the pool where the crew drives in and out.

New Check in System: John discussed the new finger vein check in system, which has only been operating for a day or two at the time of the meeting. We are in the process of registering all our members' fingers, which will eliminate them having to enter their number or scan their hand. It works fairly well, however the computer does need to be restarted about 5 times a day so far. The tech that helped us set it up thinks that will subside after we get a good majority of people registered. The computer is processing a lot of new data, but when members are just checking in vs. registering so many new people, it shouldn't need to restart so often.

Special Meeting Reminder: The budget must be submitted by July 12th. The Personnel Finance Committee will meet July 7th to review John's proposed budget. A special board meeting will be held Friday, July 8th at 7am to approve the proposed 2017 budget, which John will submit the following week.

New Business

Joint/Powers Committee: No Report.

Membership Report: For the month of May, the Rec Center had 10 new members join and 35 members drop. The current number of membership contracts is at 1,367, a decrease of 35 contracts or -2% from this time 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/Silver & Fit: John reported that for the month of April, Silver Sneakers and Silver & Fit brought in a total of \$3,783 with 150 people attending at least once this month between the two programs.

Boys/Girls Club Report: Dr. Jon McAreavey reported that the Club is working on the last two phases of their capital campaign.

Personnel/Finance Committee Report:

May Update: May revenue was \$72,394. Expenses were \$80,429. There was a deficit of \$8,080 for the month of May.

Budget YTD 2016: Revenue \$395,605 with total expense of \$384,991. YTD, there is a surplus of \$10,614.

Program Revenue/Expense Report: The Kampeska Classic profited \$110

Acknowledge of Volunteers: None.

Facility Report: Recently the boiler that provides hot water for the pool and for the adult locker rooms was shutting off intermittently and would not start back up. We'd have to manually reset it. Johnson Controls was on site a number of times, and they determined it was the control panel. The boiler was installed in 1990, so the control panel had been discontinued. We had to buy a kit for \$1,900 to replace it because we couldn't band aid the problem for 8 more months.

New Board Member: John received 7 applications from individuals seeking the open seat on the board. The Personnel/Finance Committee narrowed the applicants to two. The board discussed these two applicants, Ash Griffin and Dan Pickering. Carrie Dylla made a motion to approve Ash Griffin to fill the vacant board member position. Gary Grewing seconded the motion. The motion carried.

New Membership Rates for 2017: At the June meeting, John presented a \$3/month increase for family and adult, \$2/month increase for 60+ couples, and \$1/month increase for 60+ singles. He was asked to present a percentage across the board increase, which came out to 8%. After a lengthy discussion, Dr. Jon McAreavey made a motion to increase membership rates by John Small's first proposal of \$3, \$2, and \$1 for the different membership categories respectively. Carrie Dylla seconded the motion. The motion carried.

Next board meeting: Friday, July 8, 2016 – Special Budget Meeting
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

Election of Officers and Committee Representatives

Each year at this time we install a new president and vice president. I also ask board members to serve on various committees. The committees are Personnel/Finance Committee, which meets the week before the regular board meeting and the Facility Committee, which meets as needed. I would like to have four or five members serve on the Personnel/Finance which two of the seats are reserved for the President and Vice president. So I am looking for two or three of the remaining board members to volunteer. For the Facility Committee, I am looking for one or two members to sit with the President and Vice President on this committee. The third committee to serve on is the Boys and Girls Club board. They meet on the 3rd Wednesday of the month. If you have any interest or questions before the meeting please give me a call.

Old Business

New Facility Update

- Leisure pool has cement floor and walls
- All inside windows are in
- Starting to paint on the inside
- Some tile is being installed in the family locker room
- Main stairway is up, but unsable?
- Elevator is going in
- Parking lot will be installed late August
- Wooden floors will be installed in September
- Tour?

New Check In System

The new finger vein check in system is working well. Members like it compared to the old hand system. A few minor issues which was anticipated, but on the whole, it is a good addition to our facility.

2017 Budget

I put together the 2017 budget for the new facility and turned it in to the mayor and finance officer. Numbers were a little shocking to them. We had a lengthy discussion at that time and they asked me to make some cuts, mainly in the part time personnel. I made some changes. I have and turned the budget back in and was waiting for a meeting with them, but it looks like what I turned in is going to the city council meeting next Tuesday. I hope to have the budget for the board to go over at our meeting in September.

New Business

Membership Report

For the month of May the Rec Center had 7 new members join and 27 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 5,014 an increase of 113 individuals from the previous year.

Silver Sneakers

Current Silver Sneakers enrollment for:

June of 2016 – 68

June of 2015 – 52

June of 2016 payment \$594

June of 2015 payment \$523

Silver & Fit

Current Silver & Fit enrollment for:

June of 2016 - 309

June of 2015 - 213

June of 2016 payment \$3,012

June of 2015 payment \$2,247

Total for June \$3,609

Program Revenue/Expense Report

	Revenue	Expense	Profit/Loss
Kampeska Run Around the Lake	\$2,285	\$1,568	\$716

Acknowledge Of Volunteers

No report

Redoing Gym Floors

At this time of the year we redo our wooden floors, gymnasium, racquetball and group fitness room. This year we are only doing the gymnasium. The staff feels that the other two floors are in good enough condition for only half a year that we won't need to resurface them.

Program Staff Attending Board Meetings

This past spring and early summer we had our three program staff visit the board and filled them in on themselves and what their jobs entail. The staff would like to continue this. I propose that they each come in every 4 months, three times a year,

Senior Citizen Membership New Percentage Discount Rate Starting Date

At our June 3rd board meeting the board made a motion and it was approved to change the senior discount from a 25% discount to a 15% discount. It was also stated that this change should go into effect this September 1st. All our changes with for the new building are going into effect at the first of January. I feel that this should be consistent with the others new policies especially with the rate change and start at the first of the year.

Budget For The Month Of June

Revenue for the month of June	\$75,056
Add \$3,250 from City subsidy	\$ 3,250
Add \$1,666 from School pool payment	\$ 1,666

Total true revenue for the month of June \$81,638

Expense for the month of June	\$77,096
Add \$528 for insurance that was pre paid at the beginning of the year	\$ 528

Total true expense for the month of June \$77,624

True revenue for the month of June \$81,638
True expense for the month of June \$77,624

June has a surplus of \$4,014

Budget 2016 YTD

Revenue through the month of June	\$447,743
Add \$16,250 from City Subsidy through June	\$ 19,500
Add \$10,000 from for pool payment	\$ 10,000

Total revenue through the month of June \$477,743

Expense through the month of June	\$388,704
Subtract \$3,185 from 6 months of pre payment of insurance	\$ 3,713

Total Expense through the month of June \$462,616

True revenue through June \$477,743
True expense through June \$462,610

The budget for the year to date of 2016 has a surplus of \$11,119
The budget for the year to date of 2015 had a surplus of \$35,469