

BOARD MEETING
January 6, 2017 -7:00 A.M.

CALL TO ORDER

APPROVAL OF MINUTES

APPROVAL OF BILLS

OLD BUSINESS

- 1. New Facility Update**
- 2. Finger Vein**

NEW BUSINESS

A. Joint Powers

B. Membership Report

- 1. November 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**

E. Program Revenue/Expense Report

F. Acknowledge Volunteers

G. Facility Report

H. Other Business

I. New Facility Policies

- 1. New Brochure Format**

J. Next Board Meeting

February 3, 2017

WATERTOWN COMMUNITY RECREATION CENTER
BOARD MEETING – December 2, 2016

PRESENT: Carrie Dylla, Gary Grewing, Darrel Stacy, Dr. Jon McAreavey, Tom Franken, Ash Griffin and John Small–Staff.

ABSENT: Mike Danforth, Mike Peterson, Brian Richter, and Scott Johnston

Carrie Dylla called the meeting to order.

Approval of Minutes: Gary Grewing made a motion to approve the November 2016 minutes, seconded by Ash Griffin. The motion carried.

Approval of Bills: Tom Franken made a motion to approve the November bills as printed and distributed, seconded by Dr. Jon McAreavey. The motion carried.

Old Business:

New Facility Update: The building is now totally enclosed. They need to put a layer of Diamond Bright on the pool and they hope to have it filled by the end of December. Gym floors are all installed and they look wonderful. The cabinets at the front desk, the towel drops, and the coffee areas are being installed. The lockers are on site but not yet installed. The crew is in the process of making some changes to the racquetball court ceilings. The sprinklers, vents, and lights hung down into the play area so they're rearranging. We've ordered Cybex machines, free weights, score boards, and the bids on the cardio machines will be discussed at the 12/5/16 City Council meeting. We're working with a company for drink machines, snack machines, and a coffee dispensing machine for the front desk/sitting area.

Optimist Volleyball Tournament: We had 30 teams, which is down about 8 teams from last year. The tournament profited about \$6,200.

New Business

Joint/Powers Committee: No Report.

Membership Report: For the month of October, the Rec Center had 23 new members join and 12 members drop. The current number of membership contracts is at 1,375, an increase of 6 contracts from this time last year. Total number of individual members of youth, teenagers, Vo Tech students, and adults is 5,183, an increase of 288 individuals from the previous year.

Silver Sneakers/Silver & Fit: John reported that for the month of October, Silver Sneakers and Silver & Fit brought in a total of \$3,664 with 171 people attending at least once this month between the two programs.

Boys/Girls Club Report: Dr. Jon reported that they've chosen an architect that worked on the new Club in Aberdeen. They are hoping to complete the bidding process for a Construction Manager at Risk by the end of this month. They hope to start the remodel by June or July.

Personnel/Finance Committee Report

August Update: October revenue was \$69,354. Expenses were \$75,514. There was a deficit of \$6,160 for the month of October.

Budget YTD 2016: Revenue \$761,731 with total expense of \$782,671. YTD, there is a deficit of \$20,940.

Program Revenue/Expense Report: John's Optimist Volleyball Tournament earned \$10,316 in revenue and had expenses of \$4,110, for a net profit of \$6,206.

Acknowledge of Volunteers: None.

Facility Report: Peak Software sent us their finger vein scanner, which is a different brand, to see if we had any better luck with that one. It seemed to work better for a few days but now it's having the same number of issues as the first one. They said they were going to reach out to the manufacturer to see if there were settings we could tweak or something. They never called back and we've tried calling them and haven't gotten a response.

Other Business: John and the staff have decided not to have the Health Fair in January 2017. We will resume hosting it in 2018 at the new facility.

New Facility Policies: The Personnel/Finance committee will work with John on new policies for the new facility, as well as updating some of our existing policies and will bring their recommendations to upcoming meetings. John and Jackie may travel to Fargo to look at two facilities there and check out their daycare rooms.

Next board meeting: Friday, January 6th, 2017.

With no further business the meeting was adjourned.

Respectfully submitted,

John Small, Rec Center Staff

Carrie Dylla

Date

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

Old Business

New Facility Update

Carpet is almost completed

Ordered office and lounge furniture

Finishing installing the play features in the leisure pool

All the tile work for the pool is completed

Will be installing the final coat on the pool walls and floor before they start filling up the pool

Community Room is completed

Sound system throughout the facility is completed

All stools, sinks, urinals and bathroom partitions are installed

Lockers are all installed

Score board are ordered

We have a committee put together for the planning of the ribbon cutting and grand opening

Cardio machines bid was accepted \$79,000

TV's are ordered along with installation \$10,000

Cleaning chemicals and cleaning machines are close to be determined

Visiting two facilities in Fargo on Friday to look at Child Watches and other areas of their facilities

Finger Vein Check in System

We have installed a key pad for our members to check in. It works great. Members have the options to either use the finger vein or use the key pad.

New Business

Membership Report

For the month of November the Rec Center had 22 new members join and 19 drop. The current number of membership contracts is at 1,378 vs 1,371 at this time last year. A surplus of 7 members over last year. 1% Total number of individual members of youth, teenagers, Vo Tech students, and adults is 5,119 a decrease of 32 individuals from the previous year.

Silver Sneakers

Current Silver Sneakers enrollment for:

November of 2016 – 70

November of 2015 – 58

November of 2016 payment \$642

November of 2015 payment \$611

Silver & Fit

Current Silver & Fit enrollment for:

November of 2016 - 329

November of 2015 - 234

November of 2016 payment \$3,108

November of 2015 payment \$2,529

Total for August \$3,750

Program Revenue/Expense Report

Revenue

Expense

Profit/Loss

Acknowledge Of Volunteers

Budget For The Month Of November

Revenue for the month of November	\$77,853
Add \$3,250 from City subsidy	\$ 3,250
Add \$1,666 from School pool payment	\$ 1,666

Total true revenue for the month of November \$82,769

Expense for the month of November	\$74,019
Add \$1,495 for insurance that was pre paid at the beginning of the year	\$ 1,495

Total true expense for the month of November \$70,739

True revenue for the month of November \$82,769

True expense for the month of November \$70,739

November has a surplus of \$12,030

Budget 2016 YTD

Revenue through the month of November	\$800,420
Add \$35,750 from City Subsidy through November	\$ 35,750
Add \$8,330 from for pool payment	\$ 8,330

Total revenue through the month of November \$844,500

Expense through the month of November	\$854,909
Subtract \$1,495 from 1 month of pre payment of insurance	\$ 1,495

Total Expense through the month of November \$853,414

True revenue through November \$844,500

True expense through November \$853,414

The budget for the year to date of 2016 has a deficit of (\$8,914)

The budget for the year to date of 2015 has a deficit of (\$6,183)