

Madison Community Center Governance Board
Regular Meeting Minutes
December 10, 2015

Aaron Walter called the Madison Community Center Governing Board meeting to order at 7:30 am on Thursday, December 10, in the Community Center Meeting Room.

Members Present: Scott Staiger, Chad Comes, Bernie Schuurmans, Terry Ryan, Deana Hueners-Nelson, and Floyd Rummel (8:00 a.m.) **Ex-Officio:** Mike Waldner. **Staff Present:** Aaron Walter

Approval of Meeting Agenda: Chad Comes made a motion to approve the agenda, seconded by Terry Ryan. Motion carried.

Approval of Previous Board Meeting Minutes: Chad Comes made a motion to approve the November 12 board meeting minutes. Bernie Schuurmans seconded the motion. Motion carried.

Department Reports: Aaron provided the department reports, including membership and usage data. Cancellations are down from previous Novembers. Current membership is 1,348. He discussed an issue with the server, and he provided an overview of the new programming for the Winter/Spring 2016 brochure, particularly the aquatics center's Winter Carnival, which started December 8.

Old Business

Proposals for Third Parties to Lease Space to Sell Health / Dietary Services and Products: Aaron has not heard a response from Sanford and assumes that Sanford isn't interested in leasing space at this time. The item will be removed from the agenda until there are new developments.

New Business

Review Expiring Board Member Report

Four members have terms that will expire. Bernie Schuurmans and Deana Hueners-Nelson are each willing to serve another term. Aaron will check with Jeff Heinemeyer and Jeff Dittman to see whether they, too, are willing to continue.

Approve Changes to Community Center Job Descriptions

Jen Eimers, the City of Madison's Finance Officer, requested that Aaron review the Community Center's job descriptions to ensure that they met the Department of Labor's Wage and Hour guidelines for executive and administrative exemption status. Aaron met with DSU's Human Resources Director, Maria Harder, who recommended some language changes. These changes, which Aaron presented to the board, included that renaming the positions according to job title and area: Assistant Director: Fitness, Assistant Director: Aquatics, Assistant Director: Group Fitness and Special Events, Assistant Director: Recreation. Aaron also presented a new hierarchy sheet reflecting these changes.

Terry Ryan made a motion to approve the changes to the job descriptions. Floyd Rummel seconded the motion. Motion carried. The descriptions will now be presented for the City's approval.

Executive Session

Aaron made a request that the meeting enter into executive session. Bernie Schuurmans made the motion to move into executive session. Chad Comes seconded the motion. Motion Carried.

Floyd Rummel adjourned the meeting. The next scheduled board meeting is scheduled January 14, 2015