

***Madison Community Center Governing
Board Meeting Minutes
Thursday, October 17, 2019 @ 7:00am
MCC Meeting Room – 500 NE 11th St, Madison SD 57042***

Call to Order: Danny Frisby-Griffin called the meeting to order at 7:00am in the Community Center Meeting Room.

Members Present: Danny Frisby-Griffin, Sara Hare, Jennie Thompson, Katherine Gunderson, Laura Boecker, Brian Keller, James Jacobsen, and Josh Anderson.

Members Absent: Jeff Dittman

Ex-Officio Present: Mike Waldner via tele-conference.

Staff Present: Nick Hansen, Laurie Bunker.

1. **Approval of the October 17, 2019 board meeting agenda:** Agenda was presented. Motion to approve was made by Jennie Thompson and seconded by Sara Hare. Motion carried.
2. **Approval of the September 19, 2019 board meeting minutes:** The meeting minutes were presented. Motion was made to approve by Katherine Gunderson and seconded by Jennie Thompson. Motion carried.
3. **Committee Reports:**
 - a. **Budget:** None
 - b. **Membership / Marketing:** None
 - c. **Facilities:** None
4. **Department Reports:**
 - a. **Director:** Included in board packet.
 - b. **Fitness Coordinator:** Included in board packet.
 - c. **Group Trainer Coordinator:** Included in board packet.
 - d. **Aquatic Coordinator:** Included in board packet.

Old Business

1. **Executive Director staffing/organization suggestions and recommendations status 4-person board:** Waiting for budget approval.
2. **Social media discussion:** Currently the department heads have administrative access to MCC social media accounts with many of the instructors sharing posts on their private accounts to help promote their class(es). The marketing committee will meet prior to the November board meeting to discuss giving the instructors access to post on the community center's social media accounts, as well as drafting a simple and straight forward policy regarding social media. The marketing committee will also look into what social media accounts would provide the best benefit along with which app would be the ideal fit to allow the community center staff -those with approved access-a single platform to manage all social media accounts. Also are there texting options available that the staff and members can utilize?

New Business

1. **Acknowledge: September 2019 revenue and expense reports:** The September revenue and expense reports were included in the board packet and further reviewed with the board members. As the corporate wellness memberships start to come in the revenue/memberships may be reflected in the next month(s) revenue and expense report. The corporate wellness plans were renewed a little later this year than what is typical due to updating and tracking to ensure the businesses and MCC have the same accurate information. There are also two treadmills that may need to be replaced in the future either with different treadmills or row machines.

Our mission is to serve the health, wellness, recreational and social needs of Dakota State University, City of Madison and the surrounding area.

2. **Discussion: Laurie Bunker (Aquatics) looking to join EMT for hospital in Madison:** Laurie presented to the board her request of joining the EMT staff for the Madison hospital. This would include being on call one day a week and possibly weekends. While on call would be able to continue working with the MCC but would need to be dressed in the EMT uniform on that day. If she should receive a call and need to leave, she would either make the hours up or use vacation. Laurie was very specific when discussing her on call hours with the hospital that she will only commit to one day during the work week. Nick and Laurie have discussed the details with Nick in support of working with Laurie with board approval. The governing board approves the request and authorize 1 day a week with the bounds established by the director.
3. **Discussion: Departure of Group Fitness Director:** Cody Davis last day will be Thursday October 24th. Derek and Megan will both work to take on some added responsibilities within group fitness during the interim time. Nick will work with corporate wellness sponsorships until further organizational changes are updated, and there are currently no special events in progress. The current job description is being updated to reflect the organizational structure changes that are being made with the job opening posting either Thursday 17th or no later than Friday 18th. The goal is to have the position filled by mid-December due to the triathlon planning that starts in January and the Zombie run in October 2020. The plan is to move forward with the restructure process through the vacancy and while waiting for final budget approval.
4. **Discussion: Employee membership discounts:** The current employee membership discount includes the adult and adult plus one premium membership at no cost to the employee. Nick would like to adjust this to a base membership, at no cost, to the employee and if that employee would like to add an adult or family to the base or premium membership it will cost 15% of the listed membership fees. The current employees would remain on the original employee membership benefit package with all new hires being offered the updated package options. A motion was made by Katherine Gunderson to approve the updated employee membership discount package for new hire staff with a second motion of approval by Jim Jacobsen. Motion carried. Going forward all new employees will receive the updated member benefit package with current staff being grandfathered in to the package they were hired with.
5. **Discussion: Cleanliness and equipment picked-up:** There have been some concerns raised by current community center members of the cleanliness and organization of the facility when opening for the next day. There is a check list of tasks that need to be completed and initialed upon closing and opening of the community center. Nick will follow up with both the new staff as well as current employees on the importance of completing the tasks given.

Public comments per resolution No. 2018-11:

Adjourn: Meeting adjourned at 7:45am.

Next scheduled board meeting: is November 21st @ 7:00 am.