

**Rec TaskForce**  
The Loft  
January 10, 2018

MINUTES

Meeting was called to order at 6:30PM

**Attendees:**

Vanessa Dales  
Linda Bradley  
Cameron Stewart  
Jack McBride  
Jason Manning  
Jeannine Harber  
Richard Herrera  
David Herrera  
Gary Ratzke  
Mary Jo Case  
Jason Lehman

Reviewed the updated Budget and explained sources for different budget items. Need to include an amount for minimal advertising and mailing.

Advertising: Will look into if there is a cost for Views advertising. Discussed internet and social media options. Discussed where flyers and notices could be posted.

Reviewed fee structure and came up with a "mean" fee cost based on 90% of 240=216 members and operating costs of \$93,000=\$43.00. Discussed offering yearly up front one-time payment by discounting the 2018 cost by one or two months or charging no enrollment fee. Still working on developing individual membership fees.

Reviewed the Path Forward Plan asked for any input from the Taskforce to be sent to Vanessa or Linda that anyone would like to see included in the submittal to the BOD tomorrow night.

Discussed the pre-enrollment plan and strategy for moving forward. Need BOD approval to be able to create forms and notify the membership. Sooner we get the word out the sooner we will be able to tell if there is enough interest moving forward to support the 2018 operating costs.

The Taskforce has been asked if they want to do live streaming and that there have been requests to stream our meetings. The consensus of the group was that we were not interested in doing this.

Meeting adjourned 8:10PM.

**Sudden Valley Community Association  
Health Club  
2018 Budget (10 mo.)**

Account	Description	2,013 Budget	2,018 Budget
<b>INCOME:</b>			
04310-041	Daily Use Fees - HC	-4,200	0
04320-041	Events Income - HC	-900	0
04321-041	Health Club - Kids Club	-2,241	0
04340-041	Health Club Enrollments	-5,420	2,000 200 x 10
04341-041	Health Club Memberships	-100,999	200 various
04342-041	Health Club - Personal Trainer	-6,000	0
04999-041	Misc Income - Health Club	0	
		<u>-119,760</u>	<u>2,000</u>
<b>EXPENSES:</b>			
06100-041	Salaries & Wages - Health Club	40,284	-45,400
06110-041	FICA/Medicare Tax - HC	3,084	-3,750
06115-041	Unemployment Tax - Health Club	1,500	-220
06125-041	Industrial Insurance Tax - HC	1,080	-290
06130-041	Health Insurance - Health Club	0	0
06140-041	Life and Disability Insurance	0	0
06150-041	Retirement Plan - Health Club	0	0
06160-041	Recruitment - Health Club	0	0
06161-041	Training & Conferences - Health	0	0
06162-041	Uniforms - Health Club	0	-800 Cintas \$20 weekly
06163-041	Staff & Volunteer Recognition	0	0
06164-041	Employee Health Screening - He	230	-310 \$62 per staff
		<u>46,178</u>	<u>-50,770</u>
06180-041	Advertising - HC	50	-1,000
06205-041	B&O Taxes - HC 00471 on total revenue	598	-600
06230-041	Bank Fees - HC	3,000	-1,000 no CC then \$0.00
06260-041	Insurance - Health Club	984	-1,000
06270-041	Office Supplies - Health Club	360	-360
06275-041	Custodial Supplies - HC	0	-1,400
06280-041	General Supplies - Health Club	1,008	-600
06290-041	Printing - Health Club	48	-100
06295-041	Postage & Shipping - Health Cl	240	-500 membership maili
06305-041	Vehicle & Equip Fuel - Health	0	0
06310-041	Small Tools & Equipment - HC	0	0
06320-041	Events Expense - HC	0	0
06400-041	Building R&M - HC Janitorial	0	-5,400 janitorial
06410-041	Equipment R&M - Health Club	2,000	-1,800 \$150 per month ec
06465-041	Other Services - Health Club	10,176	-2,185 \$\$ Equipment T&M
06470-041	Laundry - Health Club	140	-200
06500-041	Comminucations Cable/Phone - t	2,400	-1,035 Cable/Phone 86.1
06505-041	Electricity - Health Club	8,256	-13,983
06510-041	Natural Gas - Health Club	3,600	-7,141
06520-041	Water & Sewer - Health Club	4,284	-3,931
06700-041	Cash (Over) Short - HC	0	
		<u>37,144</u>	<u>-42,235</u>
total Expense		<u>83,322</u>	<u>-93,005</u>
Net		<u>-36,438</u>	

## Health Club Path Forward Plan

Initial start-up will be the basic gym facilities.

Allow pre-enrollment of Health Club memberships to begin after January 15<sup>th</sup> and continue until mid-February with the goal of having a commitment to at least cover the operating expenses of the club.

A pre-enrollment form will be supplied to the attorney to vet.

Put out announcement to membership in an Eblast and Facebook that pre-enrollment is taking place and how to enroll as soon as possible.

As there is no staff for the Health Club it is suggested that members come to the Admin Office to obtain/drop off the pre-enrollment form. Staff will collect the forms and place them in Director Dales' mailbox. Unless another collection spot is desired by staff. **HOW TABULATED?**

YMCA will depart January 31, 2018

Suggest that SVCA contact current YMCA Rec staff to see if they are interested in the staff positions. It will demonstrate to the members that we have maintained consistency as many of them have relationships with the current staff.

Post notices in the Community Center of pre-enrollment and target date of March 1, 2018 for re-opening.

Assess what office equipment is needed to convert to SVCA operations. What internet connections are needed?

Assume all gym equipment has been assessed by SVCA/YMCA staff and left in working order per the YMCA contract.

Gym equipment maintenance/ custodial services of gym restrooms/ showers will be contracted services. Determine if SVCA is able to provide janitorial service to the gym as a cost saving option, not certain what hours are currently allotted to janitorial staff.

Take stock of any custodial supplies are on hand or what needs to be ordered (possible that custodial services can assess what needs to be on hand.

While the gym is closed assess any maintenance or repairs needed.

The Taskforce has a certified trainer that is willing to work with us to develop classes and reach out to past trainers to expand the offering of classes. This will take time and possible scheduling of rooms for these classes. Also how trainers and classes will be structured and how this can be additional revenue for the Health Club.

The Taskforce will also explore what it will take to once again have a "Silver Sneakers" program for older adults. Need to explore what sort of billing and paperwork is required as it will probably be a combination of Health Club staff and accounting needed to complete the billing process.

Explore other insurance programs through employers that offer their members reimbursement for a health club membership or pay when billed for the cost of participation. Again needs to be discussed with accounting.