**Health & Recreation Center Board**

**Meeting Minutes**

*August 16, 2017*

*The Centre – Conference Room*

**Members Present:** Francine Merenghi, Bill Moorkamp, Tracy Limmer

**Members Absent:** Kevin Edwards

**Others Present:** Parks and Recreation Director Floyd Jernigan, Mayor Lou Magdits, and Janet Mich

1. **Call to Order**
2. **Approval of Minutes - Approved**
3. **Directors Report**
   1. **Financials**
      * **Roller Derby at the Centre**
        + **$1,000 Revenue**
        + **Additional event in October**
        + **1 complaint – Customer wanted to use the Gym**
        + **Will only need 1 staffer for future events**
        + **No damage to the floor**
        + **No liability issues, insurance, additional insured**
      * **Silver Sneakers and Healthy Contributions**
        + **Area outreach continues to increase memberships**
          1. **S&T Retirees**
          2. **Retired School Teachers**
          3. **Leisure Lutherans**
          4. **Press Releases**
          5. **Fun Times**
          6. **Silver Eagles has 400+ contacts**
          7. **Church groups**
          8. **Senior living residences**
        + **Currently losing money**
      * **Aquatics**
        + **New Glide Fit Class shared with Splash Zone**
        + **New Evening Water Fitness Class (Centre Class)**
        + **Hosted S&T Summer Camp**
          1. **Met with S&T to discuss future opportunities**
        + **First Rolla Swim Meet at The Centre in 15 years**
      * **Fitness** 
        + **Fitness Manager Position**
          1. **20 have applied – many qualified candidates- 4 internal**
          2. **Email and phone interviews**
          3. **Narrow to 3-6 candidates and begin interviews**
      * **Guest Services** 
        + **Customer Service and Sales Manager**
          1. **40 have applied**
          2. **3-6 viable candidates**
        + **300 new members would increase revenue by $100,000**
        + **We need someone who will be working in the community to increase memberships, boost facility rentals, promote recreation programs and interact with current members**
        + **The right person will pay for themselves**
        + **Unanimous motion by the Recreation Advisory Board to add a full-time sales professional to the 2017/2018 City of Rolla budget.**
4. **Financials/Metrics**
   1. **At our current rate the reserve fund will be depleted in approximately 3 years**
   2. **Revenue for June was not fully posted in InCode until after July 19**
   3. **Total revenue needs to increase by $300,000 per year**
   4. **Revenue is down $20,000 YTD**
   5. **Recreation programs account for our greatest loss followed by facility reservations**
   6. **We are up around 600 members – why doesn’t this reflect in revenue? (growth is in lowest revenue areas - 206 are City of Rolla employees and their memberships are paid based on attendance – 68 more are Silver Sneakers and they are paid based on attendance, 13 are agency passes, 363 are value passes)**

**Annual adult pass (our highest revenue pass is down 65 members)**

* 1. **Expenses are down $80,000 from prior year**
  2. **Charges for services are $100,000 over budget to date (insurance difference)**
  3. **It is often overlooked that The Centre contributes $67-72K quarterly to the general fund**
  4. **“Time is wasted every month asking about the financial data”**
     + **RecTrac numbers vs. Finance (InCode) numbers**
       - **End of month/year processes had not been done in RecTrac**
       - **Contact RecTrac to verify reports**
     + **Need more auditable procedures (all rates continue to be verified)**
     + **Timely and accurate financial data should come through the Finance Dept**
     + **Unanimous motion by the Recreation Advisory Board to add a full-time Bookkeeper or Accountant to the 2017/2018 City of Rolla budget.**

1. **Old Business**
   1. **Marketing Plan**
      * **Version 3 of the Centre marketing plan will detail specific tasks (and will have input from new sales manager)**
2. **New Business**
   1. **Towel Service**
      * **Discontinue fitness floor towel service October 1, 2017**
        + **Green initiative**
        + **$30,000 annual savings**
        + **Water, utilities, machines and detergent**
   2. **Personal Training Rates**
      * **Recreation Advisory Board recommends a 10% (more or less) increase to all training packages**
      * **Increases will go into effect October 1, 2017**
   3. **Personnel**
      * **Personal Trainers** 
        + **Unanimous motion by the Recreation Advisory Board that we increase to two full-time personal trainers.**
      * **Combine Fitness Attendant and Front Desk Attendant**
        + **We receive a high mark for cleanliness – will monitor any changes**
      * **Janitorial Staff – The Centre**
        + **Currently being used at Eugene Northern, police station (backup), city hall (backup) and library**
   4. **Equipment** 
      * **Money has been approved in the budget to replace elliptical machines as necessary**
      * **$15,000 has been approved to replace the pool’s sand filters with glass (sand recommended to be replaced every 2-3 years, overdue)**
      * **Money is in the budget to replace the Centre’s main copier/scanner/fax machine**
   5. **Future budget items that must be planned for – Each item listed below comes with a 6 figure cost ($100,000 plus) except for Pool Pac**
      * **HVAC R22 retrofit (R22 being phased out nationally)**
      * **Roof**
      * **Lighting conversion (fluorescents old technology and being phased out)**
      * **Slide in the Natatorium**
      * **Pool resurfacing**
      * **Pool Pac**
3. **Recreation Advisory Board does not approve the budget as it stands relating to the previous motions listed**
   1. **Hire a Bookkeeper or Accountant to provide timely and accurate financial reports**
   2. **Hire a Sales Professional to increase sales in all areas** 
      * **We can’t cut our way to prosperity**

**Adjournment: Meeting adjourned at 8:45pm**

Janet Mich, Recreation Specialist – Guest Services, prepared the minutes