**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