

**Madison Community Center  
Advisory Board**

**Wednesday, February 15, 2023 @7:00 AM**  
**The Madison Community Center or ZOOM**  
**500 NE 11th St, Madison, SD 57042**

**Call to Order:**

**Members Present:**

**Members Absent:**

**Ex-Officio Present:**

**City of Madison Present:**

**DSU Present:**

**Staff Present:**

1. **Approval of the February 2023 board meeting agenda:**
2. **Approval of the January 18, 2023, board meeting minutes:**
3. **New officer elections and committee determinations:** In accordance with MCC Policy 104:
  - a. President: Tyler Steele
  - b. Vice President: Mike McGillivray
  - c. Secretary/Treasurer: Jennifer Hasleton
  - d. At-large Exec Committee Member: Jena Martin
  - e. Budget Committee: Sara Hare, Nick Bird, Eric Anderson
  - f. Membership/Marketing Committee: Jena Martin, Tyler Steele, Rachel Fricke
  - g. Facilities Committee: (Quote on Aquatic Area Paint refresh) Brooke Rolag, Mike McGillivray, Sara Hare
  - h. Afterschool (ASP) Committee: Brooke Rolag, Eric Anderson
4. **Open meeting law requirements and conflict of interest.** (City Administrator-Jameson)
5. **Committee Reports:**
6. **Department reports included in packet:**

Fitness Coordinator	Group Trainer Coordinator	Rec/Intramural Coordinator
Aquatic/MAC Coordinator	Youth Activities Coordinator	
Assistant Director/Business Office	CC Director	

**Old Business**

7. **Independent Contractor – Group Instructors** - Finalized
8. **Texting Communication to Members:** Update.
9. **Holiday closures / hours for 2023:** Review, discussion, need to finalize.
10. **Corporate Sponsorship** – Update.

**New Business**

11. **January 2023 revenue and expense reports.** City is backlogged with yearend.... will send out later.
12. **Six-Month Membership:** Discuss options. Proposed Fee. (I.E. Seniors that go South)
13. **DSU Construction / Parking**
14. **Staffing:** Recreation Coordinator Position
15. **Front Desk Relocation** - Discussion. Special Funding Request/Possible Grant – Governing Board.
16. **Roamer Policy / Other CC area age policies.** In Packet. Review proposal, discuss and consider changes.
17. **Public comments per resolution No. 2018-11:**
18. **Executive Session action SDCL 1-25-2(1) (as required):**

**Adjourn:**

**Next scheduled board meeting March 15, 2023 @ 7:00 am**

**Madison Community Center  
Advisory Board Minutes  
(previously Governing  
Board)**

**Monday, January 18, 2023 @ 7:00 AM**

*The Madison Community Center or ZOOM  
500 NE 11th St, Madison, SD 57042*

**Call to Order:** Gene Wockenfuss called the meeting to order at 7:04 AM in the Community Center Meeting Room and via ZOOM.

**Members Present:** Mike McGillivray, Jena Martin, Jennifer Hasleton, Tyler Steele, Brooke Rollag, Rachel Fricke, Eric Anderson, Nick Bird, Sara Hare

**Members Absent:**

**Ex-Officio Present:**

**City of Madison Present:** Mayor Roy Lindsay

**DSU Present:** Stacy Krusemark

**Staff Present:** Gene Wockenfuss, Amy Sad, Kaylee Winrow

1. **Approval of the January 2023 board meeting agenda:** Agenda presented, no additions or changes made. Motion to approve was made by Mike McGillivray, seconded by Brooke Rolag. Motion carried.
2. **Approval of the December 21, 2022 board meeting minutes:** Motion to approve was made by Jena Martin, seconded by Mike McGillivray. Motion carried.
3. **New MCC Advisory Board Members:** Welcome to new board members: Brooke Rollag, Nick Bird, Rachel Fricke, Jennifer Hasleton, and Eric Anderson. Special thank you for serving to those leaving the board in December 2022: Danny Frisby-Griffin, Jennie Thompson, Michelle Corey, Brian Keller and Josh Anderson.
4. **Advisory Board members terms of service.** Attached within packet – reviewed as informational
5. **New officer elections and committee determinations:** In accordance with MCC Policy 104:
  - a. President: Tyler Steele
  - b. Vice President: Mike McGillivray
  - c. Secretary/Treasurer: Jennifer Hasleton
  - d. At-large Exec Committee Member: Jena Martin
  - e. Budget Committee: Sara Hare, Nick Bird, Eric Anderson
  - f. Membership/Marketing Committee: Jena Martin, Tyler Steele, Rachel Fricke
  - g. Facilities Committee: (Quote on Aquatic Area Paint refresh) Brooke Rolag, Mike McGillivray, Sara Hare
  - h. Afterschool (ASP) Committee: Brooke Rolag, Eric Anderson

Motion to approve elections made by Nick Bird and seconded by Tyler Steele. Motion carried.
6. **Committee Reports:** (*proposal*) to list on agenda “Committee Reports”: will add to agenda under new business only when a committee has something ready for action/discussion for full board.  
(Committees) Executive / Budget / Membership - Marketing / Facilities / Afterschool Program -ASP  
Facilities – added barrier between ASP and cross edge equipment almost complete
7. **Department reports included in packet:** acknowledged as presented

Fitness Coordinator  
Aquatic/MAC Coordinator  
Assistant Director/Business Office

Group Trainer Coordinator  
Youth Activities Coordinator  
Director

Rec/Intramural Coordinator

- Asst director – discussion/proposal of making an all-access class pass available for one person of a family membership type if only one person utilizes the classes. Rate would be equivalent of single class pass instead of rate for family.

Motion to approve made by Sara Hare and seconded by Tyler Steele. Motion carried.

### Old Business

8. **Independent Contractor Agreement:** Instructor Update attached in packet, informational to new board members
9. **Policy 205 Membership Application form/waiver:** revised form included in packet for discussion. Discussion to add military discount, no stacking of discounts – only one discount per membership type, remove undesired language on single +1., age of adult stays as 19 and over. Motion made by Tyler Steele to amend the form as described and seconded by Nick Bird. Motion carried.

### New Business

10. **Discussion and Acknowledge: December 2022 revenue and expense reports:** presented in packet for information, acknowledged.
11. **Texting Communication to Members:** discussion to use City's texting capabilities for getting communication about community center items out to members. Information item acknowledged.
12. **Corporate Sponsorship – New Level (Foundation) and update:** Discussion of sponsorship levels and signage with sponsorship.
13. **Discussion: MCC open positions, specific job descriptions and organizational structure:**  
\*Roamer PT Position / Informal age survey (15-2 / 11-4 / 10-3 /9-2 / 7-2) motion made by Mike McGillivray for additional roamer part time and seconded by Eric Anderson. Motion carried. Further discussion on age will be put on February agenda.
14. **Holiday closures / hours for 2023 (Attachment):** Listing of holidays and potential closings and recommendations will be sent to board for review and discussion at February meeting.
15. **Discussion and decision: Proposal to move meeting time – day/time (reduce time to One-hour):** Motion to keep meetings at same time/date with attempt to stay at one hour made by Nick Bird and seconded by Rachel Fricke. Motion carried.
16. **Public comments per resolution No. 2018-11**
17. **Executive Session action SDCL 1-25-2(1) (as required):**

**Adjourn:** Motion to adjourn made by Tyler Steele at 8:12 AM. Seconded by Mike McGillivray

**Next scheduled board meeting February 15, 2023 @ 7:00 am**

**Department Highlights:**

- Our Life Fitness treadmill is back up and running.
  - All of our equipment is now functioning.
- We have now started implementing our sanitizing wipes upstairs and throughout the facility.
  - For the most part they are working okay but we are finding some issues with the feeding mechanism.
    - The canisters give us the most grief with the new wipes falling down into the container
    - The wall mounts seem to be working well up until the roll gets close to the end
- The Revel Supplements were off to a slow start but are moving well now.
  - April did some taste sampling in the weight room one evening and has been promoting it in other ways
  - I anticipate more sales coming in once people's current supplies are gone
- We did a deep cleaning of the weight room upstairs with DSU.
  - We are also working on finalizing a cleaning schedule for them to include more in the weight room
- We implemented our new software program in January so it has been a bit of a learning curve.
  - With that said, my training numbers may be off by a few sessions
    - I conducted approximately 64 sessions and the fitness mentors had 8 combined sessions

## **Community Center – Group Fitness/ Special Events/Rec Coordinator Report**

### **January/February Board Report**

**By: April Lund**

#### **Department Highlights:**

##### **Group X Classes:**

- All our instructors have received and signed Independent Contractor Contracts. I currently have nine instructors teaching classes.
- We are currently still getting in the swing of having members getting signed in for classes.
- New Class! Called Dance Vibes!!! This will be offered every Monday at 4:00pm starting February 20<sup>th</sup> through the end of May. This class is offered to kids ages 8-14 years old. \$50 for 15 weeks. This is a fun mixture of Latin and modern day hip hop for an exciting way to get kids moving and having fun.

##### **Special Events:**

Weight Loss Challenge continues and we are seeing some fun results.

##### **Youth Rec Starting January 9<sup>th</sup> – 18:**

Mondays and Wednesdays – youth soccer

Tuesdays and Thursdays – youth basketball

##### **Adult Leagues – Starting in January - April**

Monday nights – Womens Volleyball

Tuesday nights – Adult Soccer

Wednesday nights – mens volleyball

Thursday nights - Mens Basketball

Our Lead Rec Assistant are given his resignation, last day is February 18<sup>th</sup>.

##### **Coming up:**

Family Fun Night February 16<sup>th</sup>!

## Community Center - Aquatics Program Coordinator Report

January/February

By: Aly Black

Department Highlights: Pool parties and rentals are going well! St. Thomas School had a pool party, and the Madison Special Olympics are renting the pool each Sunday evening for the next 10 weeks.

### Staffing

- Looking into MAC lifeguard count
  - 17 CC guards & 5 returning MAC guards

### MAC

- Started 2023 planning!
  - Hours
  - Swim Lessons
  - Lifeguard count

### CC Pool

- Finalized the new Emergency Action Plan
  - Working on planning an in-service for the lifeguards
- BOGA
  - Moved to Monday & Wednesday 530PM – 615PM
  - New instructor! (Lifeguard & DSU student)
- Life Floor
  - Meeting set with VP of Operations on floor cleaning and upkeep

### Swimming Lessons

- Session 1 of 2023 is underway!
  - Full classes
  - Parent-tot was added and is going well with 7 participants
- Started scheduling adult privates
  - 7 interested, 2 scheduled
  - Amy Jones is coming back to help with private lessons
- Looking to add child private lessons by March or April
  - 2 child privates are already scheduled
    - Taking requests on a case-by-case basis

## **Community Center- Youth Service Coordinator Report**

**By: Kaylee Winrow**

### **Special Event Highlights:**

#### **Upcoming Events: February**

- Family Fun Night: Thursday, February 16<sup>th</sup> from 5:00pm- 8:00pm in the CC Double Gym. Under the Sea Theme and free to the Madison Community.
- Youth Recreation Basketball Games: Saturday, February 18<sup>th</sup> from 8:30am- 1:00pm in the CC Double Gym. Grades K- 5<sup>th</sup> will each get a chance to play a game in front of their family and friends to show case the skills they've learned over the course of the program.

### **Child Care**

- With the new software system in place, the Child Care portion has the option to print name tags for each child when they get checked into the Child Care room. So far, we have had good feedback from members about the new changes. The most important part about the change has been communicating with parents and explaining how the new process works.
- Staff are doing well and the number of kids visiting the Child Care room has been consistent both in the morning and evening hours.

### **Community Center After School Program:**

- Youth Recreation Soccer and Basketball will wrap up next week and will conclude on Tuesday February 14<sup>th</sup> for Basketball and on Wednesday February 15<sup>th</sup> for Soccer. The kids have stayed plenty busy between Youth Recreation and Swimming Lessons over the last few weeks.
- Path 2 Impact:
  - February 16<sup>th</sup> and 17<sup>th</sup>- I'll be traveling to Pierre to attend a Leadership Conference for Cohort 1 Members. This will be our first in person gathering and meeting each other to have face to face discussions about a variety of topics.
- Day at the Capitol- South Dakota School Age Care Alliance (SoDakSACA)
  - January 31<sup>st</sup>- February 1<sup>st</sup>: Traveled to Pierre, SD for the Day at the Capitol event for the South Dakota School Age Care Alliance (SoDakSACA). As a board, we met with Senators/Representatives to show case our Out of School Time programs across the state of SD.

# Community Center – Assistant Director Board Report

Date: 02/15/23

## General

- Insurance members transitioned into CA system
- Insurance collection and processing on all platforms
- Access one / ACH Report work through for daily processing
- Credit Card purchasing will now all be processed by the Assistant Director
- Membership Update to be provided in March to allow adequate data processing through CA

## Marketing

- Website 2023 Updates
- Quarterly Newsletter
- Spring Brochure

## Front Desk

- Additional training for Club Automation
- Back up CSI
- Supplements / Educating staff on products



## Director Report

February 15, 2023

<b>Ice Skate/Snowshoe Rentals</b>	<b>Offer at CC. (\$5 per skates/shoes)</b>
<b>Spring/Summer/Fall Schedules</b>	<b>CC / DSU / Other</b>
<b>Advisory Board Packet</b>	<b>Will provide soon!</b>
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<b>Facility Improvements</b>	<b>Committee Report #5 - Facility Committee (Aquatic Center Painting/Graphic -Track Wall)</b>
<b>Employee to Independent Contractor</b>	<b>Old Bus. #7 Update</b>
<b>Texting Communication</b>	<b>Old Bus. #8 Update</b>
<b>Holiday Closures/Hours – 2023</b>	<b>Old Bus. #9 Discussion, Adv. BD recommendation.</b>
<b>Corporate Sponsorship</b>	<b>Old Bus. #10 Update</b>
<b>Added Membership Offering</b>	<b>New Bus. #12 six-month –Discuss, proposal, recommendation.</b>
<b>CC Parking/DSU Construction</b>	<b>New Bus. #13</b>
<b>Staffing</b>	<b>New Bus. #14 Recreation Coordinator Position</b>
<b>Front Desk Relocation</b>	<b>New Bus. #15 Special Capital Request- Governing BD.</b>
<b>Roamer PT Staff</b>	<b>New Bus. #16 Policy Review/discussion.</b>

# HOLIDAY HOURS / CLOSURES

2023

		<b>MADISON CC</b>	<b>Mitchell</b>	<b>SF/Sanford</b>	<b>Watertown</b>	<b>Yankton</b>
Martin Luther King Day	Jan. 17	Regular Hours	Regular	Regular	Regular	Regular
President Day	Feb. 20	Regular Hours	Regular	Regular	Regular	Regular
Good Friday	April 7	5 am to 6 pm	Regular	Regular	Regular	Regular
EASTER	April 10	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Memorial Day	May 29	6 am to Noon	Closed	Closed	Closed	CLOSED
Juneteenth Day	June 19	Regular Hours	Regular	Regular	Regular	Regular
Independence Day	July 4	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Labor Day	Sept 4	8 am to Noon	CLOSED	CLOSED	CLOSED	CLOSED
Columbus/Native American Day	Oct 9	Regular Hours	Regular	Regular	Regular	Regular
Veterans Day	Nov 11	8am to 6 pm	Regular	Regular	Regular	Regular
Thanksgiving Day	Nov 24	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Christmas Eve (5 hours)	Dec 24th	11 - 4 pm??	CLOSED	Close-NOON	Close-NOON	Regular
Christmas Day	Dec. 25	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
New Years Day	Jan. 1	CLOSED	CLOSED	FLEX HRS	CLOSED	OPEN
New Years Eve	Dec. 31	11-6 pm	Close @Noon	Close @Noon	Close @ Noon	OPEN

(\*All Pending this year due to it's Sunday)

## CC Policies Excerpt

### (Age Requirements throughout CC)

**NOTE: Very difficult to determine what is in place as there are many inconsistencies throughout Policy documents:**

POLICY NUMBER 309 Date First Adopted: 4-16-19 **Adolescent Roamers Policy**

- I. **OBJECTIVE** To define an adolescent roamer and highlight the rules and regulations of policy 309.
- II. **Definition** A. Roamer are either members or non-members who are not participating in Community Center programs or using amenities but rather congregating in the lobby area and/or outside premises.
- III. **Rules and Regulations**
  1. An adolescent roamer who enters the Community Center will be required to check in as a Community Center member or will need to remit a daily admission fee in order to use any amenities of the Community Center.
  2. Personal items must be placed in designated areas.
  3. Activities, actions, and/or behavior shouldn't disrupt front desk or Community Center operations.
  4. Individuals who are found in the facility that have not followed rules and regulations line 1 will be subjected to disciplinary actions.

#### Disciplinary Action

- A. The Community Center reserves the right to take disciplinary action as, outlined in Community Center policy 203. Revocation of Membership.

#### Below is a list of guidelines for progressive discipline.

1. Oral Warning
2. Written Reprimand
3. Suspension
4. Termination of Employment

#### MCC Subcommittee: (March 7, 2022) Recommendation

#### CURRENT LANGUAGE:

CHECKING IN: No member will be admitted to The Community Center without checking in or registering at the front desk of The Community Center. An adult must accompany children under the age of six (6) at all times, unless the child is enrolled in a program. Children under the age of twelve (12) will not be admitted to The Community Center before 12:00 p.m., unless an adult accompanies them or unless the child is enrolled into a program.

#### SUGGESTION:

CHECKING IN: Upon entry to The Community Center, all members are to check-in at the front desk. Individuals under the age of fourteen (14) are not allowed in The Community Center unless they are members and accompanied by an individual age fourteen (14) or older. Member and non-member individuals under the age of fourteen (14) are only allowed in The Community Center, without being accompanied by an individual over the age of fourteen (14), for participation in an active Community Center program.

**II. AQUATIC AREA RULES**

1. One adult for every five children under the age of 5
2. Children 3 years of age and under must have parent/guardian (over 14) with them in the water
3. Children 4 & 5 YEARS of age must have parent/guardian (over 14) with them in the aquatics area
4. Parents supervising children ages 5 and under may not supervise from the hot tub or sauna
  - a. Lap swimmers must be at least age 12 or above.
5. Everyone must be at least 14 years of age to enter whirlpool *and sauna*

**Commented [GM1]:** I mentioned this in another policy. Is 14 years old the right age? In Policy 300 we say children must be with someone 16 years of age or older.

**III. WELLNESS ROOM POLICIES**

- A. ~~No one under 14 years of age is allowed in the fitness or aerobics room.~~ *No one under the age of 14 is allowed in the fitness room, unless they have completed the youth fitness program and following policies outlined in the youth fitness program.*

**IV. WALKING TRACK POLICIES**

- A. An adult must accompany youth 13 years of age or younger. Youth must be in an arms length of the adult at all-times.

**Commented [GM2]:** Do we want to say "in sight of the adult"?

POLICY NUMBER 300 Date First Adopted: 5/8/2008

**GENERAL MEMBER POLICIES**

1. Children under 6 years old must be supervised at all times by a guardian 16 years or older, while in the building or be checked-in the child center during designated hours.
2. No one under the age of twelve will be admitted to The Community Center before noon without a legal guardian unless involved in a supervised program. (Guardian must be at least 16 yrs of age)
3. Children 13 years and under using the racquetball courts must be accompanied by an adult (14 years or older). Racquetball court reservations may be made seven days in advance. For safety, goggles are required when playing racquetball.
4. The Community Center is not responsible for lost or stolen items. The Community Center is not
5. No skateboards or scooters allowed in the facility or on the facility's sidewalks. Roller-blades are allowed in the multi-purpose gym only. Children 13 years of age or younger must have an adult supervise them.
6. The maximum age of a child is five years old that may be in an opposite sex locker room or bathroom with a guardian. All families and guardians with opposite sex children are encouraged to utilize the family locker room.
- 7.

**Commented [GM3]:** Is 16 years old the right age? We use 14 years old in other places and policies?

**Commented [GM4]:** Is this still true? How about during the summer months?

**Commented [DF5]:** Should be consistent with other guidelines above.

**Commented [DF6]:** Be consistent.

**Commented [GM7]:** Are we in compliance with any recent state statutes regarding bathroom/lockerroom use?

POLICY NUMBER 205 Date First Adopted: 8/10/2006

**I. ADDITIONAL MEMBERSHIP AGREEMENT TERMS**

- A. CHECKING IN: No member will be admitted to The Community Center without checking in or registering at the front desk of The Community Center. An adult must always accompany children under the age of six (6), unless the child is enrolled in a program. Children under the age of twelve (12) will not be admitted to The Community Center before 12:00 pm, unless an adult accompanies them or unless the child is enrolled into a program.

Informal Survey on Age of Roamer was conducted on three different days.

(Results)

Average Per Day #12

Youngest 6 Oldest 16 - Following Ages were given: 6-7-8-9-10-11-12-13-14-15-16

% Of Roamers 10 years or younger was 75%

% Of Roamers 12 years or younger was 80%

% Of Roamers 14 years or younger was 91%

# COMMUNITY CENTER 2<sup>ND</sup> FLOOR

*Wellness Room* 

*Indoor Track* 

*Aerobic Studio* 

*Must be at least 14 yrs of age or older to use the wellness room.  
May use track or aerobic studio with adult (age 16)*

## Have a Great Workout!

NO FOOD ALLOWED