

Madison Community Center
Governing Board Minutes
Wednesday, February 16, 2022 @ 7:00 AM
The Madison Community Center or ZOOM 500
NE 11th St, Madison, SD 57042

Call to Order: Danny Frisby-Griffin called the meeting to order at 7:01am in the Community Center Meeting Room and via ZOOM/conference call.

Members Present: Danny Frisby-Griffin, Josh Anderson, Michelle Corey, Sara Hare, Jena Martin, Mike McGillivray, Brian Keller, Tyler Steele, Jennie Thompson

Members Absent:

Ex-Officio Present:

City of Madison Present: Jameson Berreth

Staff Present: Gene Wockenfuss, Kaylee Winrow

Welcome: The governing board would like to welcome new member Jena Martin to the team.

1. **Approval of the February 16, 2022 board meeting agenda:** Agenda was presented. Motion was made to approve by Jennie Thompson and seconded by Mike McGillivray. Motion carried.
2. **Approval of the January 20, 2022 board meeting minutes:** The meeting minutes were presented. Motion to approve was made by Josh Anderson and seconded by Jennie Thompson. Motion carried.
3. **Committee Reports:**
 - a. **Executive: – draft cooperative agreement meeting:** The executive committee, Director Gene Wockenfuss, Jameson Berreth-City of Madison, and Stacy Krusemark-DSU met to discuss the cooperative agreement between the City of Madison and DSU and any adaptations or modifications to the current agreement. Possible modifications may include the supervision of employees and the role of both the governing board and the 4-person board among other items for discussion.
 - b. **Budget:** None
 - c. **Membership / Marketing:** Gene would like to meet with the committee in the next couple weeks to discuss the current membership audit, marketing for summer rec, and website.
 - d. **Facilities:** None
4. **Department reports:** The department reports were acknowledged as presented.
 - a. **Fitness Coordinator:** Included in board packet
 - b. **Group Trainer Coordinator:** Included in board packet
 - c. **Recreation/Intramural Coordinator:** Included in board packet with group fitness
 - d. **Aquatic/MAC Coordinator:** Included in board packet
 - e. **Youth Activities Coordinator:** Included in board packet
 - f. **Director:** Included in board packet

Old Business

5. **Update: Aquatics Area Grand Reopening:** The re-opening celebration of the indoor aquatic center took place on 02/14/2022 giving the community an opportunity to see the new pool deck manufactured by Falcon Plastics.
 6. **Discussion and decision: Membership Discounts update on members impacted:** Staff are currently reviewing membership accounts for data collection, flagging discrepancies, etc. About 15 accounts have been
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identified as having multiple discounts applied to their membership. The audit is in progress and will wait to work with the identified members once the membership review is complete.

7. **Update and decision: Director input and approve final changes to Professional Training, Certifications and Ethics Clause annual requirement:** Draft included in board packet. Please see agenda item #12.
8. **Discussion: computer equipment and copier contract update:** Both the governing board and Berreth agreed with Gene to purchase a computer to replace the current non-working front desk computer.
9. **Discussion: MCC open positions, specific job descriptions, organizational structure, and financial impact:** A DRAFT organizational chart was included in the board packet with the DRAFT job descriptions available. Due to the length and detail of discussion needed to thoroughly address a new org structure and related job descriptions it was agreed upon to organize a special meeting. The current PT office manager position is vacant and will move forward with filling the job opening.

New Business

10. **Discussion and Acknowledge: January 2022 revenue and expense reports:** The DRAFT revenue and expense report through January was emailed separate from the board packet. The After School Program has been separated out to allow for improved tracking. Gene plans to work with Sonya in the near future to become better versed in the current budget and processes involved.
11. **Discussion: CSI/Front Desk Software replacement:** The earliest MCC could move from CSI to the City of Madison software is 4-6 months.
12. **Discussion and decision: establish special committee for MCC all policy update; add video policy:** Michelle Corey, Jennie Thompson, and Brian Keller volunteered to become a committee to review current policies, recommend adaptations, and create new polices when identified. To start, the committee will work with finalizing a DRAFT “Professional Training, Certifications and Ethics” policy-listed agenda item #7 and establish a DRAFT video policy.
13. **Discussion and decision: operating hours (Jennie Thompson):** Jennie Thompson suggested for consideration moving the Saturday hours from 8:00am-8:00pm to 7:00am-7:00pm. Gene will look into any potential issues created from this move.
14. **Discussion: board requirements (Brian Keller):** For transparency and community awareness a group picture of the governing board members will be taken at the next regularly scheduled board meeting and posted in the community center. Thank you, Brian, for the suggestion.
15. **Review: Open Meeting Law requirements:** A Q&A of S.D. Open Meeting Statutes was included in the board packet. This offers a reminder on topics such as email discussions, public records, committees, meetings, executive sessions, etc.
16. **Public comments per resolution No. 2018-11:** None
17. **Executive Session: SDCL 1-25-2(1) (as required):** None
18. **Executive Session action (as required):** None

Adjourn: Meeting adjourned at 8:25am.

Next scheduled board meeting is Wednesday, March 16, 2022 @ 7:00 AM

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