

**Madison Community Center**  
**Governing Board Minutes**  
**Wednesday, March 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 7:00am in the Community Center Meeting Room and via ZOOM/conference call.

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

**Members Absent:** Josh Anderson

**Ex-Officio Present:**

**City of Madison Present:**

**Staff Present:** Gene Wockenfuss

1. **Approval of the March 16, 2022 board meeting agenda:** Agenda was presented. Motion was made to approve by Jennie Thompson and seconded by Sara Hare. Motion carried.
2. **Approval of the February 16, 2022 board meeting minutes:** The meeting minutes were presented. Motion to approve was made by Mike McGillivary and seconded by Jennie Thompson. Motion carried.
3. **Approval of the March 2, 2022 special board meeting minutes:** The minutes from the special board meeting held on March 2<sup>nd</sup> were presented. Motion to approve was made by Jennie Thompson and seconded by Michelle Corey. Motion carried.
4. **Executive Session: SDCL 1-25-2(1):** Motion was made to enter executive session by Sara Hare and seconded by Brian Keller. Board moved into executive session at 7:02am and out at 7:12am.
5. **Executive Session action (as required):** No action currently required.
6. **Committee Reports:**
  - a. **Executive:** None
  - b. **Budget:** None
  - c. **Membership / Marketing:** Will be rescheduled.
  - d. **Facilities:** None
7. **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/MCC Coordinator:** Included in board packet
  - e. **Youth Activities Coordinator:** Included in board packet
  - f. **Director:** Included in board packet

*Our mission is to serve the health, wellness, recreational and social needs of Dakota State University, City of Madison and the surrounding area.*

## **Old Business**

8. **Update: MCC open positions, specific job descriptions, organizational structure and financial impact:**
- Gene will be meeting with the 4-person board to present Org structure option 1 with the board recommended suggestions related to option 1. Will also bring the recommended aquatics oversight position for approval, and retroactive compensation for full time employees to the discussion when meeting.
  - **Staffing:** The part time Office Manager position is currently taking applications. Gene would like to hire an additional front desk person to help with the hours that both he and Laurie are covering for the front desk. The seasonal pool manager is not currently being advertised. Recruiting lifeguards to staff both pools is of concern. May have to look at alternative options if unable to recruit. Water aerobics instructor is needed.
9. **Update: special committee for MCC policy:**
- a. **Discussion and decision: Reimbursement for Professional Development Proposal:** Policy DRAFT was handed out for review with a focus on area C and D and an understanding that the policy as a whole does require further review.
  - b. **Discussion: Video, audio Policy:** Paper DRAFT available for board review.
  - c. **Discussion: Age stipulations for Access/Usage of center:** Policy DRAFT reviewed and approved pending legal consult of liability.
  - d. **More board members to help review-volunteers:** Due to the overwhelming amount of policy work needed the policy committee will prioritize their efforts and a special meeting will be organized to review all policies presented at that meeting and make final recommendations at that time. This process will help the policy committee move forward with multiple policy recommendations and devoted board discussion time.

## **New Business**

10. **Discussion and Acknowledge: February 2022 revenue and expense reports:** A DRAFT revenue and expense report through February was provided via email. Acknowledged as presented.
11. **Discussion and decision: Lifeguard Wage increase proposal:** The proposal was available for board review. Motion to accept the proposed lifeguard wage increase was made by Mike McGillivray and seconded by Michelle Corey. Motion carried.
12. **Public comments per resolution No. 2018-11:**

**Adjourn:** Meeting adjourned at 8:25am.

Next scheduled board meeting is Wednesday, April 20, 2022 @ 7:00 AM