

Madison Community Center
Governing Board Minutes
Wednesday, April 20, 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, Tyler Steele, Jennie Thompson

Members Absent: Josh Anderson, Mike McGillivary

Ex-Officio Present:

City of Madison Present: Sonya Wilt

Staff Present: Gene Wockenfuss

1. **Approval of the April 20, 2022 board meeting agenda:** Agenda was presented. Motion was made to approve by Brian Keller and seconded by Tyler Steele. Motion carried.
2. **Approval of the March 16, 2022 board meeting minutes:** The meeting minutes were presented. Motion to approve was made by Tyler Steele and seconded by Michelle Corey. Motion carried.
3. **Committee Reports:**
 - a. **Executive:** None
 - b. **Budget:** None
 - c. **Membership / Marketing:** Update given in director report
 - 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: MCC open positions, specific job descriptions, organizational structure and financial impact:**

A part time office manager has been hired and the Recreation/Intramural Coordinator position is ready for advertising. Summer staffing shortage for lifeguards, front desk and summer program are a concern that Gene is focusing on and reviewing different options.
6. **Update: special board meeting for MCC policy:** Policy review will remain in old business and any policy of priority will be included in the board packet for discussion. Will look at devoting separate meeting times for policies and procedures after the summer months.

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

New Business

7. **Discussion and Acknowledge: March 2022 revenue and expense reports:** The MCC budget and expense summary through March was made available for board review. Sonya Wilt was present via ZOOM to answer any questions. Acknowledged as presented.
8. **Discussion: Hours of Operation vs Available staffing; morning hours/staff/openers:** Due to low staffing there is not a consistent person for opening the Community Center, however current staff are making a combined effort to ensure the facility is ready and open for the posted hours of operation. Need to work further with the closing staff on their responsibilities for ending the day and the preparations necessary for opening the following morning. Gene recommended to the board to have the Madison Community Center be closed both Memorial Day and Independence Day for this calendar year. After further discussion Gene will make a DRAFT edit on the staff policy that would state the specific holiday closures of the Community Center for review at the May meeting.
9. **Executive Session: SDCL 1-25-2(1):** Motion was made to enter executive session by Jennie Thompson and seconded by Michelle Corey. Board moved into executive session at 8:07am and out at 8:16am.
10. **Executive Session action (as required):** No action required.
11. **Public comments per resolution No. 2018-11:** None

Adjourn: Meeting adjourned at 8:19am.

Next scheduled board meeting is Wednesday, May 18, 2022 @ 7:00 AM