

Madison Community Center
Governing Board Minutes
Wednesday, July 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, Josh Anderson, Michelle Corey, Sara Hare, Brian Keller, Jena Martin, Mike McGillivray, Tyler Steele, Jennie Thompson.

Members Absent:

Ex-Officio Present: Roy Lindsey

City of Madison Present:

Staff Present: Gene Wockenfuss, Amy Sad

1. **Approval of the July 20, 2022 board meeting agenda:** Agenda was presented. Motion was made to approve by Jennie Thompson and seconded by Brian Keller. Motion carried.
2. **Approval of the June 15, 2022 board meeting minutes:** The meeting minutes were presented. Motion to approve was made by Jennie Thompson and seconded by Mike McGillivray. Motion carried.
3. **Committee Reports:**
 - a. **Executive:** None
 - b. **Budget:** None
 - c. **Membership / Marketing:** None
 - 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. The board would like to thank Kaylee for the time, effort and commitment she has put towards the grant application process and receiving grant funding to build and enhance the After School Program!
 - f. **Business Manager:** Included in board packet. Preparing to migrate to Tyler Time & Attendance with testing taking place in August and a go-live for September.
 - g. **Director:** Included in board packet. Stage one of the roofing project tentatively will start in September. The construction may interfere with member parking, other options will need to be considered prior to the start of the project. With the recent summer rains more leaks are being identified or worsening. Gene will meet with the facilities committee to discuss options.

Old Business

5. **Update: MCC open positions, specific job descriptions, organizational structure and financial impact:** The Recreational/Intramural Coordinator position is currently posted, with April to continue the additional duties for the position until filled. The governing board has requested for Gene to further review the current additional duty compensation that is being paid to April during the interim time and meet with the executive committee to further review. Will follow up at the August board meeting and make any recommendations if necessary. The office manager position has been adjusted from part time to full time for Amy Sad. With this change the organizational structure will need to be revised.

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

6. **Update: special board meeting for MCC policy?:** On hold while MCC works through the hiring and training of open positions.
7. **Update: membership audit:** Amy is about 90% complete with the account audits.
8. **Update: curb appeal clean up:** Concerns, including basic landscaping, are still being voiced.

New Business

9. **Discussion and Acknowledge: May and June 2022 revenue and expense reports:** The MCC budget and expense summary through June was made available for board review. Acknowledged as presented.
10. **Discussion and decision: membership offerings – annual walking pass, family membership:** With the difficulty of monitoring types of memberships, the specific access each member has, and the complexity of the numerous membership packages currently offered Gene will work with the membership committee on a possible restructure of memberships and create a proposal to discuss with the executive committee.
11. **Discussion: Club Automation:** A proposal has been submitted to the City Leadership for consideration to move forward with replacing CSI with Club Automation. Club Automation offers more options, features, interaction, etc for members, website guests, and staff that CSI cannot provide for the same price. If approved the membership audits will provide a cleaner migration and with migration being completed behind the scenes while still active with CSI.
12. **Demonstration and discussion: web site update:** Gene presented a quick overview of the updated website as well as provided the link via email. The website should be able to go live by the end of the week. The current website will be informational only, but can become interactive with Club Automation.
13. **Executive Session: SDCL 1-25-2(1):** None
14. **Executive Session action (as required):** None
15. **Public comments per resolution No. 2018-11:** None

Adjourn: Meeting adjourned at 8:07am.

Next scheduled board meeting is Wednesday, August 17, 2022 @ 7:00 AM