

***The Community Center***  
***Governing Board Meeting Minutes***  
***Thursday, March 15th, 2018***

**Call to order:** Marcus Garstecki called the meeting to order at 7:33 AM in the Community Center Meeting Room

**Members Present:** Marcus Garstecki, Sara Hare, Josh Anderson, Danny Frisby-Griffin, Katherine Gunderson, Jeff Dittman, Brian Keller (telecon)

**Members Absent:** Jennie Thompson, Bernie Schuurmans

**Ex-Officio Present-Staff Present:** Aaron Walter

**Approval of the agenda:** Agenda was presented. Motion made by Josh Anderson to approve and second by Katherine Gunderson. Motion carried.

**Approval of the February 15, 2018 board meeting minutes:** The meeting minutes were presented with no corrections or amendments. Motion was made by Sara Hare and second by Katherine Gunderson. Motion carried.

**Amend the approved January 18, 2018 board meeting minutes:** The amended change corrected the date of the approved minutes were December 2017 and not November as captured. Motion was made by Josh Anderson and second by Katherine Gunderson. Motion carried

**Department reports:**

**Director report:** See attached written report

**Membership report:** We started the year with 99 training members and as the end of February have 125. For more detailed information, see attached report

**Aquatics Coordinator:** No formal report

**Fitness Coordinator:** See attached report

**Group Fitness / Special Events:** See attached report

**Staffing:** No formal report

Danny Frisby-Griffin motioned to acknowledge the reports. Second by Katherine Gunderson. Motion carried.

**Old Business:**

1. YE report: not available; awaiting final numbers from City Financial Manager
2. Discussed fees for physical therapy businesses utilizing the community center. See attached recommendations for details. Motion made by Danny Frisby-Griffin to table this item to provide time for the Community Center Director and Community Center Governing Board

Chair to hold discussions with impacted organizations. Second by Josh Anderson. Motion approved

**New Business:**

1. **February revenue and expense report:** Motion to accept by Katherine Gunderson and second by Sara Hare. Motion carried
2. **Discount discussion:** Discussion on whether to provide a 15% discount to fire fighters. Subsequent discussion by the board determined it would be appropriate to offer 15% discount to First Responders. Motion by Josh Anderson and second by Danny Frisby-Griffin. Motion was approved
3. **Board committee assignments:**
  - a. **Budget:** Marcus Garstecki, Bernie Schuurmans, Jennie Thompson
  - b. **Membership and Marketing:** Katherine Gunderson, Jeff Dittman, Sara Hare
  - c. **Facilities:** Brian Keller, Josh Anderson, Danny Frisby-Griffin
4. **Usage report 2005-2017 and staff recommendations:** See attached charts, reports and recommendations. Board discussed the fact the usage numbers don't include usage from rentals, programs, after school program or all other noncheck-in usage. Danny Frisby-Griffin stated importance to capture actual usage which includes all the previous categories including use by DSU athletic programs. It was emphasized that the facility was 18 years old and consideration/importance should be given to the space required to improve and enhance guest experience. Staff provided recommendations
5. **Discussion of process of creating and calling for board meeting agenda topics:** the process and timing of requests were discussed. It was recommended that a process memo be completed to ensure continuity.
6. **Discussion on increasing Governing Board members visibility and accessibility on Community Center Website:** Danny Frisby-Griffin discussed the importance of the community knowing who were on the Community Center Governing Board and current responsibilities. The board determined only board member names and responsibilities should be listed. (Amended as approved; 5/17/2018 meeting)

Josh Anderson motioned to adjourn. Second by Katherine Gunderson. Motion carried and meeting adjourned at 8:38 AM.

Next scheduled board meeting is **Thursday, April 19, 2018 @ 0730.**

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