

**From:** Joan Radford

**Sent:** Saturday, February 09, 2019 9:03 PM

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**Subject:** Pulse Generator Board Meeting Follow UP

Hello Everyone,

Here are my items that we didn't get to at the last board meeting:

1. Financial Report – (Dec. 2018)
2. Equipment Purchase Request
3. UAH Facility Update – Men's Steam Room and Urinals
4. Requested Growth Document
5. Royal Alex – Grand Opening Invitation

AS follows:

1. Financial Report – Summary to December 2018 - Please note that this is password protected. Please use **pj200** to open

- a. **Revenues** – Overall, I am very pleased to see that the total **membership revenues** are in line with projections. As you may recall, we made some pretty aggressive projections for membership revenues this budget, we have initiated several membership programs and they are paying off with an overall membership at 74.28%. November and December tend to be soft months for membership sales, but they have held steady. It is also interesting that we are seeing a trend in increased Non-payroll revenues. Again, Increasing non-payroll numbers was an initiative in this budget as it was identified as being

low in the overall membership numbers. **Program revenues** are also doing well. This is largely due to winter program registration that began in December. Calgary program registration was slow to begin in December but managed to increase in January.

b. **Expenses** – All expenses are pretty much in line with projections. We see insurance at 100% as it has all been paid for this budget now. Computer and office supplies are also higher as we upgraded our Sage accounting software from 2005 to 2019 in November and December. You will also notice that Employee Benefits are very low, but keep in mind that Employee Benefits also include the RRSP match that happens in February and this will bring this back in line. You will also notice that the Program Expense is higher and I did explain that this does happen with our destination programs that we take in revenue in one fiscal year and make a final payment in the next and this happened on our Iceland trip.

c. **Overall** – The budget is very close to projections and I would respectively request approval of the December 2018 Budget summary.

2. **Equipment Request:** We have been asked several times for an additional elliptical trainer at Rockyview. New treadmills were added when we took over, but no elliptical. We have done well with refurbished equipment in our smaller facilities and I would like your approval to purchase a refurbished elliptical from our Calgary maintenance company. The cost of the machine is \$2800.00. Rockyview is a busy facility and they definitely could use the additional equipment but it is smaller and realistically, financially and usage wise, refurbished is the way to go. The treadmill that we put into Grey Nuns for \$1500.00 is doing well.

3. **UAH Facility Updates:** Men's Steamroom repairs are still to be scheduled – they will be fixing the spot in the shower and steam room meet and the water pools, fixing the chipped tile and replacing all of the silicone. They will not be replacing the grout as requested as per Facilities and C&C construction. They will let us know when this is going to be done. I check weekly, but nothing has been scheduled yet.

:Men's Urinals – have been an ongoing issue for several years – flushing/ lack of flushing/ water pooling – it appears that a larger repair is in the works now and just needs a plan in order to initiate it. The urinal wall will be taken down the pipes behind and below the urinals steamed cleaned and the wall replaced and new urinals and flushers installed. Hopefully this will solve the problems. If not a more

drastic repair will have to be done. The wall repair version should take about a week, once scheduled.

4. Growth document is attached for your information. If you have any questions, please feel free to ask☺

5. Although the Pulse Generator Royal Alex is now open, our Grand Opening will officially be hello on February 28, 2019. I have attached an invitation and would be honored to have you join us. It has been an amazing transition and we are pretty pleased with how everything turned out.

It would be greatly appreciated if you would please send your replies to #1 and #2 asap.

FYI, I will be away from the office Tuesday, Feb.12 – Tuesday, Feb.26 on vacation. I have attached an outline of PG Team duties while I am away. On another note, Mary is the sole caretaker of her aging aunt who is very ill. She just sent me a text telling me that she is back in the hospital, likely with her aunt heading to palliative care. I am confident that the Pulse team will back her up with whatever she needs but you may notice that there are some shift changes...FYI.

I hope that you are having a great weekend,

Joan

***Joan Radford,***

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