

## Pulse Generator Board Minutes

**DATE/TIME:** Wednesday, November 7, 2019

**LOCATION:** Pulse Generator Board Room

**ATTENDEES:** Joan Radford, Audric Moses, Mike Bentley, Wayne Duke

**REGRETS:** Dan Marlow, Nim Herian, Jenny Wilson, Joana MacLean

AGENDA ITEM	DISCUSSION	ACTION (responsible, due date)
<b>0.0 Approval of Agenda</b>	<p>Quorum was not reached. Due to the unlikelihood of attaining quorum during the Connect Care project, it was agreed to proceed with the meeting and resolve any voting issues via email discussion and proxy voting.</p> <p>Called to order at 12:15</p> <p>Approved with no addition by general consent</p> <p>Joan would like to submit 2 versions of Equipment Purchases proposals</p>	
<b>1.0 Review of Last Meeting Minutes (Wed., Sept. 11, 2019 )</b>	<p>Approved with no addition by general consent</p>	
<b>2.0 Action Review for Previous Meeting (Sept. 11, 2019)</b>	<ol style="list-style-type: none"> <li>1. Joan to approach Sherry Sweeney with regard to joining the Board. Done and Sherry has joined the board to start attending in January 2020.</li> <li>2. Joan to circulate the policy on membership suspension to the Board. Done</li> </ol>	
<b>3.0 AGM Review</b>	<p>AGM Power point presentation was sent to Board for comments. Due to an increased number of infractions this year, a discussion of facility policies was added to the agenda. Otherwise it is the standard agenda. No concerns expressed by board members present.</p>	
<b>4.0 Financial</b>	<p>4.1 September 2019 Summary – Expenses are revenues are in line.</p> <p>WCB – we have made 3 out of the 4 payments for the year so this will even out</p> <p>Ricoh – we purchased the multi function in one payment – this again will even</p>	

	<p>Mind Body – fluctuates with the US exchange rate. No concerns expressed by board members present. Budget report will be emailed to board members for proxy approval.</p> <p>4.2 Equipment Proposal – Joan has provided 2 options of her equipment purchase proposals</p> <p>Option 1 – includes 3 hi performance treadmills for UAH and an light commercial treadmill for MCH – Joan is unsure of the longevity of the light commercial grade for MCH as we have never purchased that grade before. The light commercial may be OK for MCH, but Mary thinks that tit will get a lot of use as both treadmills there are used regularly and when a new one comes in, everyone will choose to use it first. Light commercial standard is 3 – 5 hours use/day.</p> <p>Option 2 – include 2 high performance treadmills and 1 regular treadmill for UAH and one regular (commercial )treadmill for MCH</p> <p>Options were discussed. Those present were unanimously in favor of Option 2. Formal voting will be conducted by proxy.</p>	
<p><b>5.0 Facility Updates</b></p>	<p>5.1 New Cleaning Team – DV Services Ltd. – took over form Stan and Dida – October 2019 – Stan and Dida retired. Vasi and Ramona are doing a really good job at taking over the cleaning responsibilities. They took over the cleaning at the same rate as Stan and Dida on a 3 month trial. We will likely have an increase in the new year when we review.</p> <p>5.2 Disciplinary Action – people were suspended due to brining non-members into the facility in non-staffed hours – our card access and the camera supported these suspensions.</p>	
<p><b>6.0 Additional Board Business</b></p>	<p>The Glenrose fitness centre co-op contacted Joan to discuss the potential of the Pulse Generation taking over management of their facility. Joan will put together a document outlining the requirements to become a Pulse Generator facility. If the Glenrose expresses further interest after reviewing the requirements and provides satisfactory evidence that they can meet the requirements, Joan will bring a proposal to the board for approval.</p> <p>Thank you to Wayne Duke for his service on the board, this being his final board meeting after having served his 4-year term.</p>	
<p><b>7.0 Proposed next Board Meeting</b></p>	<p>Wednesday, January 22,2020</p>	
<p><b>8.0 Meeting Adjourned</b></p>	<p>Adjourned at 13:00</p>	

\_\_\_\_\_minutes and attached email votes are approved by Pulse Generator

**Board Members as below:**

**Print**

**Signature**

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