

Pulse Generator Board Meeting Minutes

DATE/TIME: Wednesday, January 30, 2019

LOCATION: Pulse Generator Board Room

ATTENDEES: Joan Radford, Wayne Duke, Audric Moses, Dan Marlow, Jenny Wilson, Joana MacLean, Nim Herian

REGRETS: Mike Bentley

AGENDA ITEM	DISCUSSION	ACTION (responsible, due date)
0.0 Approval of Agenda	Approved with no addition by general consent	
1.0 Review of Last Meeting Minutes (Dec. 19, 2018)	Approved with no addition by general consent	
2.0 Board Items		
Role/responsibilities of the PG board	Joan read the description of the Board Responsibilities from the Board Binder	
Review the board positions approved at the AGM	Revised descriptions reviewed and will stand by general consensus	
Role of Board in day-to-day operations	Discussion of concerns with staff: <ul style="list-style-type: none"> • Agreed that Board members will direct concerns to Joan for review • Joan will bring to the Board significant concerns or issues requiring significant management 	
Appointment of new board members	Board by-laws were reviewed for appointment of new board members	Appointment of new board members to be managed by a Special Ad hoc committee (Chair, open).
Role/responsibilities of the PG manager:	Joan briefly reviewed her role including first off as working with the board to run a successful facility	Open communication at board meetings (All, open)
Process for PG board meetings:	Agenda – responsibility of the manager; to include more information in the agenda on the issue/need for action, items that are information without discussion can be reviewed ahead of the meeting and discussed only if board members have questions	Will add column of ‘Action items’ to the agenda to highlight the action, person responsible, and due date (JM, done).

Front desk staffed hours	Would be costly to have a dedicated staff at the front desk Action:	Signage for 'Guaranteed front desk staff' outside and on the personal training signage, follow-up on signage for when they are away from the desk with time of return (JR, March 2019).
Small equipment fixes and availability of small equipment	Some small fixes that has been seen to take a while	Suggestion/Comment box, not specific for fixes but can be used to everything (JR, March 2019).
New member orientation	Joan reviewed orientation options; information provided, orientation appointments on-line or can call to book appointment, offered when getting their card access set-up	Joan to write a short orientation document (JR, March 2019).
3.0 Board Business presented by Joan – time permitting.	Deferred to next meeting or any thing requiring approvals to be done by emails	
6.0 Proposed next meeting date	Wednesday, March 27, 2019 – approved by consensus	
7.0 Meeting Adjourned	Adjourned by consensus at 1:20	

Attachments: January 30, 2019 Additional Meeting Approvals Via email

Wednesday, January 30, 2019 minutes approved by Pulse Generator Board Members as below:

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Signature
