

Pulse Generator Board Minutes

DATE/TIME: Wednesday, Sept. 11, 2019
 LOCATION: Pulse Generator Board Room

ATTENDEES: Joan Radford, Audric Moses, Jenny Wilson, Joana MacLean, Mike Bentley, Nim Herian, Wayne Duke

REGRETS: Dan Marlow,

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 (Wed., May 8, 2019)	Approved with no addition by general consent	
2.0 Action Review for Previous Meeting (May 8, 2019)	<ol style="list-style-type: none"> 1. Suggestion / Comment Box – Physical boxes with a QR code were added to all Edmonton locations. We have received a few in the boxes, but the bulk of them were received on line. The first summary of comments is posted in all facilities, reaffirming that we have a suggestion box and do respond to comments. A newsletter reminder was in the newsletter this month as well. If comments have been received, Kelsey brings them to our team meetings on Friday mornings and we discuss, before she replies. 2. Insite Story about the evolution of the Pulse Generator is in the works - thanks Mike Bentley for finding the right people to work on this. A series of questions have been provided to Joan. She is working on them now and will send them back this week. Article is provided to Board 	
3.0 Board Business (Audric)	<p>3.1 Board executive Position – Audric presents Joanna’s name to stand for the position of Vice Chair. She has held the Secretary position for 1 year and has expressed an interest in moving to the Vice Chair position. The Board can approve this change of position. This change leaves the Secretary position open. This position should be filled by a current Board Member. Just a reminder that the Secretary position involves “taking the minutes at regularly schedule Board Meetings in the template provided and at the Annual General Meetings”. These minutes will be provided electronically to PG Management for record keeping in accordance with the society regulations. This would be a good time for interested board members to express their interest.</p> <p>3.2 Wayne Duke will have completed his term on the Pulse Generator Board of Directors at this year’s AGM. We still have one person who has already</p>	JR to approach Sherry Sweeney with regard to joining the Board.

	<p>expressed an interest in a board position who should be give first option to refuse or accept before the board goes out to solicit new members. Approval to ask Sherry Sweeney if she is still interested in a board position is needed and Joan will connect with her.</p> <p>Discussion/decision: Joanna approved as Vice-Chair by general consent.</p> <p>Mike approved as Secretary by general consent.</p> <p>Approval to approach Sherry Sweeney with regard to board membership. If she is not interested, then a general call will be put out to members.</p>	
<p>4.0 Financial</p>	<p>4.1 Presentation of Audit – Pulse Generator Financial Statement so for the Fiscal Year ended March 31, 2019 for approval by the Board for presentation to the Membership at the AGM. All financial document s including an analysis that will be attached to the minutes were provided 1 week in advance for the Board member review.</p> <p>There are no issues raised by the auditor for concern or that require mitigation by the Board of Directors.</p> <p>Audit was reviewed with Jenny (Treasurer) prior to circulation to the Board Members.</p> <p>Clarification of cleaning costs: includes salary for cleaning staff and supplies (cleaning products, paper towel, toilet paper etc).</p> <p>Discussion/decisions: Approval of audit by general consent.</p> <p>4.2 Auditor Suggestions and Implementation</p> <p>The auditor and Joan discussed the logistics about maintaining documentation electronically and supported with operational suggestions for this management- Daily, Weekly and Monthly Cash Reports have been redesigned and are no longer printed. Online viewing has also been negotiated with the bank so that transactions can now be monitored prior to statements.</p>	

<p>5.0 Facility Updates</p>	<p>5.1 AGM – Date: Wednesday, November 27, 2019</p> <p>5.2 Disciplinary Issues over the summer:</p> <ul style="list-style-type: none"> - Bad behavior by two members who could not work together on a piece of equipment – both were clearly at fault. The situation was not witnessed by our team member, nor was it reported to us by any other members (as feeling threatened or uncomfortable). One of the individuals reported the situation to Human Resources and his Union apparently. Both reported the situation to Protective Services who asked if either party wanted to press charges. It escalated quickly and then deflated with the exception of the “reporting”. We have been contacted by Human Resources, but are unable to provide any concrete evidence. It was a one-time incident and both individuals seem to be able to manage being in the gym at the same time now. - Southport – A member dropped her children off in the gym and left them there. This was reported to us. We were able to determine who it was based on the report that we received. I suspended her membership for 3 months. - UAH – Resident who reported that someone used his card without his knowledge - as the board is aware his membership was suspended for 3 months, and he was not happy as he believed it wasn’t his fault. To review the process is for the complainant to file and grievance with me and I will forward it to the board for review. He chose to circumvent this process and send an email directly to Audric. The member is responsible for the card, they are told this when they sign up for a membership especially here where they have to acquire their membership card from us. They are given a copy of the membership agreement after it is reviewed with them. <p>Joan’s opinion is that it is important to maintain a consistent approach to membership infractions as it becomes very difficult to manage and record anything other than that (i.e. Warnings/ 2 months vs 3 months, etc.). This isn’t a tough rule to understand as it is pretty consistent with any type of “membership “organization.</p> <p>Discussion/decision: General discussion about the incidents. Board in agreement with decisions.</p> <p>5.3 Summer Work – FM &E have been busy out here at the PG UAH this summer with several water line breaks, regrouting the women’s steam room. The deep clean was done in both changerooms. FYI, we asked the grouting contractor to take a look at the men’s steam room and he agrees with the boards opinion that the wrong grout was used for the steam room and that is why there is continues and inconsistent calcification and leaking.</p>	
<p>6.0 Additional Board Business</p>	<p>Time permitting, Nim has requested the policy and procedures be added to the agenda.</p> <p>Discussion/Decisions: Discussion of policy around membership suspensions. There is an existing policy. Student membership suspension is one-year</p>	<p>JR to circulate policy on membership suspension to the Board.</p>

	because there is a quota so students who abuse the privilege prevent other students from having membership.	
7.0 Proposed next Board Meeting	Thursday, November 7, 2019	
8.0 Meeting Adjourned	Adjourned by general consensus 12:05	

_____ minutes approved by Pulse Generator Board Members as below:

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Signature
