

Pulse Generator Board Minutes

DATE/TIME: Thursday, February 27, 2020

LOCATION: Pulse Generator Board Room

ATTENDEES: Joan Radford, Audric Moses, Joanna MacLean, Sherry Sweeney, Mike Bentley

REGRETS: Nim Herian

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 and email submissions (Wed., Jan. 22, 2020)	Approved with no addition by general consent January 22, 2020 minutes also include email sent and attached approvals Also need signatures on September 11, 2019 minutes	
2.0 Action Review for Previous Meeting (January 22, 2020)	<p>Monthly introduction fee – requested that we revisit – This hasn't been implemented yet. There are some membership logistics surrounding this initiative – i.e. after the initial trial, does the monthly fee go back up to 27.50? It should unless we decide to implement a monthly deduction with credit card, which we are not ready to do as the costs and extra work with regard to declined payments, expired cards and stop payments. Note: Currently we offer the person who pays the \$27.50 for 1 month this discounted off their purchase of a 1 year membership if they decide to purchase after their one month.</p> <p>March we are initiating a 6 months for the price of 5. We will roll out a summer membership in June as well.</p> <p>PG Run/Walk event will be initiated in the new market year – July in conjunction with our 30th Birthday celebration.</p>	
3.0 Board Membership	3.1 Audric's term as a board member, Jenny Wilson has resigned and Dan Marlow has requested that he be replaced leave 3 Board positions open to Fill - Review and selection of new Board Members – 8 applications have been received – 4 from Calgary and 4 from Edmonton – 1 application in Edmonton is from a Glenrose member. Glenrose is not officially part of PG yet, and therefore we cannot elect members from the Glenrose. Nim reviewed the applications available before he left and his vote was for Erin MacDonald form Calgary- at this time we also were only looking for 1 new board member. Discussion held regarding the various candidates. Agreement that it is important to have broad site representation if there are appropriate candidates from other sites. Members	

	<p>selected by vote. Agreement to reach out to unsuccessful candidates for consideration on future vacancies.</p> <p>Selected Board Members (members-at-large) are: Terra Albers (Covenant), Erin MacDonald (FCM), Brittany Arora (UAH)</p> <p>3.2 Executive Positions – There is also a need to fill executive positions – Joanna (Vice Chair) will assume the Chair position, Vice Chair, Treasurer position (Jenny Wilson’s position) are now open and need to be filled. Audric has agreed to stay on, as per the bylaws to a max of 2 months, until the Executive reorganization is complete and new signatures have been done. Discussion was held and new executive was elected. Changes will be effective April 1, 2020.</p> <p>New Board Executive are: Joanna MacLean (Chair), Mike Bentley (Vice Chair), Sherry Sweeney (Treasurer)</p> <p>With Mike leaving the Secretary position, a new member will be selected to take on this responsibility at the next board meeting.</p>	
<p>4.0 Financial</p>	<p>4.1 January 2020 – Membership numbers are as predicted with non-payroll rising from 62% in December to 76% in January. Revenue in Program and Services but also include some destination deposits, which explains why the expenses are lower. The revenues and expenses are both in line with each other and the budget with a couple of clarification in the expense line – staff development and certification – usually there is some cross over that needs to be reclassified and I think that we are missing an expense in Calgary for Equipment and Maintenance. Jen is looking into it now.</p>	
<p>5.0 Facility Update</p>	<p>5.1 Glenrose Update – Renovations by Glenrose Facility Management have been completed, the floors have been cleaned. Ken Lucki is getting ready to move in the flooring for installation next week. We are in the process of completing the Glenrose lease agreement. Hopefully this will be complete by the end of the week. It appears that AHS is asking for Liability insurance again. We worked through this in 2014, but it appears to be coming up again. We may need to up our Directors and Officers Liability insurance or purchase an additional policy.</p> <p>5.2 Women’s steam room – construction on hold – due to AHS fiscal restraint. We have talked about cost sharing (not an option right now), but this may change as money has to be spent, so we are sitting tight right now before we talk about paying for it ourselves – \$10,000.00.</p> <p>5.3 Photography policy – attached – adopted components of the City of Edmonton Prohibiting photography in the washrooms, change rooms and in the fitness centre. Discussion was held. The policy presented is consistent with industry standard and</p>	

	legislation. It was agreed to amend the policy to be more explicit regarding the types of recordings prohibited (e.g. videos). The policy was approved with this clarifying amendment.	
6.0 Proposed next Board Meeting	Monday, April 6, 2020	
8.0 Meeting Adjourned	Adjourned at 13:10	

_____ minutes approved by Pulse Generator Board Members as below:

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Signature
