

Pulse Generator Board Minutes

DATE/TIME: Wednesday, January 22, 2020

LOCATION: Pulse Generator Board Room

ATTENDEES: Joan Radford, Audric Moses, Joana MacLean, Nim Herian,

REGRETS: Sherry Sweeney , Mike Bentley, Dan Marlow, Jenny Wilson

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., November 6, 2019)	Approved with no addition by general consent November 6, 2019 minutes also include email sent and attached approvals Also need signatures on September 11, 2019 minutes	
2.0 Action Review for Previous Meeting (Nov.6, 2019)	Action from previous meeting was to email meeting information to the PG board – Due to connect Care meetings quorum was not met at meeting.	
3.0 Financial (12:20 - 12:30pm)	3.1 December 2019 Summary – effects that our revenues and expenditures remain in check with membership revenue – prepaid falling a little short of expectations but payroll 5% above expectations- We have realized a significant increase in membership in January- we do expect to see those numbers change due to the membership special that included a prepaid membership of 6 – 12 month promotion. Program Revenue – will also increase in January due to the Winter Session Registration that exceeds 20,000.00 and 3 destination programs launched. Expenses – Legal and accounting fee is a little high because Jen has included her fees in this line rather than the bookkeeping line, that adjustment will also fix that number.	Joan explained the December Summary as provided to the 3 Board members in attendance and will send this information to the rest of the board for email approval. In response to the issue with the Pre-paid membership numbers falling a little short,

	<p>3.2 Membership numbers – Showing a steady increase in membership numbers since September – there was a little decrease November due to pre-paid membership, but that increased in December again. Sept 2019 -3714 – January 21, 2020 – 4000- Membership numbers have increased +7% since September. We budgeted for a 10% increase in membership numbers by Year end.</p>	<p>Nim made a suggestion that we consider a 1 month “trial membership” where people pay the 14.25 fee and hopefully will be encouraged to continue on after the month trial A review of the pre-paid membership fees was also suggested by Joanna with the fees were a little higher that might encourage a payroll deduction instead of a prepaid membership. This initiative will be discussed at the next meeting with Joan providing some documentation prior to the meeting.</p>
<p>4.0 Facility Update(12:30 – 12:45pm)</p>	<p>4.1 2019 Board Approved Equipment Purchase has been completed with an upgrade provided to us by our vendor – All treadmills were upgraded to the higher level.</p> <p>4.2 Glenrose Update – No surprise that there are no funds to upgrade the Glenrose facility (from AHS). The Co-op has \$8000.00 that can be applied to the upgrades. Our proposal to them included 21,000.00 worth of upgrades. I did make one proposal to them that has in concept been approved by AHS and is under consideration by the Co-op (as they have been working on initiatives). My proposal was made with the following rationale” Given the current economic climate in Alberta, the financial resources to upgrade the Glenrose Fitness Centre to the level that the Pulse Generator would be able to assume full responsibility are not manageable and the support that AHS has provided to the Pulse Generator over the years (30 at UAH) I propose that we consider an alternative options in order to not allow a viable Fitness Centre on the AHS site to close its doors permanently:</p> <p>#1 – Maintain the current membership fees of \$25.00 for a period of 1 year, maintain low overhead with minimal staffing of the facility and replace equipment as the funds form the elevated membership fees become available. The projection would be that the upgrade should be complete by the end of a 1 year period assuming a consistent 100 paying members. (All facility cleaning, cleaning supplies, maintenance will be assumed by the Glenrose Facilities Management) The disadvantage to us is the back end work having to set up and manage a separate payment code for The</p>	<p>The two options for the continuation of the Glenrose Fitness Centre operation were discussed and an email vote is needed to move forward with either one. Joan will send out both proposals to the board members. It was discussed and felt that option 2 would likely be met with up with some really good feelings and support, hence resulting in positive communication and a strong membership uptake. It was felt that we should jump on board quickly with the membership process, perhaps offering a similar</p>

	<p>Glenrose membership and then having to do it again in 1 year....there is quite a bit of work to be done on the back end for us.</p> <p>#2 - Pulse Generator to take over the operation of the Glenrose , using the \$8000.00 from the Co-op and investing \$13,000.00 to complete the upgrades and re-open the Fitness Centre at the current membership deduction of \$14.25/mon. We will own the equipment and will maintain minimum overhead, allocating the \$14.25/month to pay back the \$13,000.00 over 1 year. This likely will be very well received by all parties – Co-op, AHS, membership and will likely result in the expected membership numbers. Advantage to us is that we can set up payroll deduction right away without having to plan for changes in one year.</p> <p>I believe that the 2nd proposal presents less risk to us to recoup the initial investment. I don't believe that in this case we should let an existing fitness centre close its doors. We also will take over the responsibility of their programs that are set up to succeed in every way – dedicated space, more equipment than any of our other facilities including the UAH. We will likely generator additional funds to support the paying back of our investment.</p> <p>In both of these cases, my discussions with AHS have included and “escape clause “and an agreement from them that if this doesn't appear to be viable after any evaluation, that they won't hold us to the terms of the agreement.</p> <p>4.3 AHS Wellness Council – Pulse Generator presentation January 22, 2020 – 8:30am</p>	<p>type of benefit to people who set up their profiles and payroll deduction in Mind Body, which was a free month membership. It was also suggested that supporting the Co-op as they close their doors, recognizing their contribution to employee wellness with the operation of their fitness centre for over 20years. An email vote on these two options is essential as they must close their doors as Fitness Centre on January 31.</p>
5.0 Additional Board Business	No issues were identified by the board prior to the meeting.	
6.0 Proposed next Board Meeting	Wednesday, February 19 or Thursday, February 27, 2020	Board members are asked to submit their meeting date preference.
8.0 Meeting Adjourned	12:55pm	

 January 22, 2020 minutes and attached email votes are approved by Pulse Generator Board Members as below:

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Signature
