

Pulse Generator Board Minutes

DATE/TIME: May 25, 2020

LOCATION: Due to Co-Vid 19 regulations – Meeting will be held on Zoom

ATTENDEES: Joan Radford, Joana MacLean, Sherry Sweeney, Mike Bentley, Erin MacDonald, Brittany Arora, Terra Albers, Nim Herian

REGRETS:

AGENDA ITEM	DISCUSSION	ACTION (responsible, due date)
0.0 Approval of Agenda	Approval required by general consent <i>-The agenda was approved by the board by general consent.</i>	
1.0 Review of Last Meeting Minutes (Monday, April 6, 2020)	Approved required by general consent <i>- The last meeting minutes were approved by general consent.</i>	
2.0 Financial	<p>2.1 March 2020 Year End Summary – It is noted that this is a soft summary and the numbers will be verified by the Auditor in June.</p> <p>- Revenues – have met the projected expectations with an overall 98.5%</p> <p>Notes: Revenue – We refunded all who purchased our March membership special that was implemented to increase the prepaid membership, as we closed our doors March 18/20.</p> <ul style="list-style-type: none"> - We refunded all spring registration that was paid to us and is accounted for in our projected revenues - \$21,000.00. Had the spring session run, we would have met budget expectations for programs and services. - Investments – no surprise that investment income has decreased as this represents the current global economic situation – note – we are not losing principal, just expected interest. - There were a few things related to closing the facility that affected our bottom line, but the bottom line is still very close to expectations even with the above notes considered. <p>Expenses – there are not concerns with the yeas end March budget expenses.</p> <ul style="list-style-type: none"> - The bottom line for overall expenses are in line with our revenue. <p>Approval of the March 2020 Budget summary is required.</p> <ul style="list-style-type: none"> - <i>Mike had a question about the surplus in programs and services, Joan confirmed that this was accurate on the Budget.</i> - <i>Sherry stated that her and Joan had met prior this this meeting and they looked over the budget together. She stated she had no concerns at this time. Joanna stated that since Joan cannot access files – she is wondering if</i> 	

an online system is an option. Joan confirms that there are hard copies in her office, and that these details were not included specifically on the budget. Joan states that she will speak further with Joanna about the option for an online system.

- *The 2020 budget has been approved by general consent.*

2.2 Soft Budget presentation – notes attached with the following change – identifying that in the spreadsheet Ricoh expenses are listed at \$250.00 and in the notes at \$500.00 - \$250.00 is the correct number.

The proposal outlines 4 assumptions that were made by Joan in building the 2020-2021 budget.

The proposal makes 3 recommendations for approval by the PG Board-

1. Recommendation the approval of a Fluid Budget to be evaluated quarterly.
2. Recommendation the approval of 1 additional month salary for PG employees.
3. Recommendation the approval of a Pulse Generator fee increase upon reopening PG doors.

Provided in the Budget 2020 - 2021 Budget Proposal:

- Revenue breakdown
- Budget Summary Spreadsheet – refund and fee increase options
- Expense breakdown – 8 month budget expenses and projected increases

Board approval:

- Fluid Budget as presented
- One additional month salary for PG Staff
- Fee increase

Budget Summary Notes

- *Maintenance/cleaning – this will be based off of 8 months due to closure. No credit card charges currently due to lack of spending with COVID19. Mind body – they are reducing fees, but this is in discussion in the future.*
- *Currently, we are not receiving government subsidy because we are still taking membership fees, once we start refunding this – we can apply for the government subsidy for wages. WCB subsidy will affect this year's budget. Programs and services – unknown, we do not know when we can restart programs – left out of the budget for now.*
- *Staff/board development – flexible, we are not certain about conferences, or meetings.*
- *Insurance may increase? – This is unknown.*
- *Computer upgrade/supplies – based off of 8 months.*
- *Numbers in budget will vary if the closure extends past 4 months.*

- *Revenue – 60k in deposits payable. Holding onto that money. Keycards – that money cashed in goes toward revenue.*

- Joanna asked if we are using the reserve currently – Joan states that since we still have cash flow – we do not need to use reserve since we are still taking membership feeds. If people need refunds – we may have to issue these in waves as per Joan. She then asked about government programs – we are getting 9k subsidy back from the government, the additional 65% - is retroactive. We need to show that our revenues are reduced by 30% then we can apply for subsidy from government for wages. Once we start giving money back, we can then apply. There is no apparent (assuming) deadline that this needs to be done by.

- The 2020 Budget was approved by general consensus.

2.2.1 Fee strategies and refunds – to date we have cancelled 203 memberships.

1. Membership refunds will begin when we return to the Pulse Generator and our doors are open (4 month expectation). If it appears that we are going to go alot longer than that, another plan will be initiated.
2. Refund – phase 1 will include a Google survey offering members the opportunity to accept their refund or not. . Members who have prepaid their membership will also be offered the opportunity to extend or to not extend their prepaid membership expiry.
3. Refund- phase 2 – will begin the refund process likely in waves, depending on how many are going to be refunded – we do want to maintain some cash flow as we move through this. Please note that a 4 month (April – July) refund is \$57.00.
4. At this time I will also have the documentation available to apply for the additional support from the government for wage subsidy – an additional 65% based on revenues being decreased by 30% due to business closures.

- Mike asked if we have ever had a fee increase, Joan responded that in 2006 we have had a fee increase. He asked what the 4 month closure is based off of? Mike is wondering what a relaunch strategy for reopening the gym would be for PG. Would a second wave of the virus cause another closure of the gym? How are we approaching asking people about getting a refund of their fees? This fee increase would also be permanent due to an increase in other fees as per Joan. Sherry stated that the larger increase would be her suggestion due to cleaning fee increase, and the chance of new restrictions with COVID19.

- Nim, states that he is worried that when people come back to the gym – there may be restrictions due to COVID19, people may be upset if there is restrictions and also increase in fees. Nim is proposing a slight decrease in the salaries of the employees at PG. Joanna states that we will review this – and it may not be the case that every business will decrease salaries when coming back from COVID19. Nim is also wondering why we are giving full salaries to employees of PG during this pandemic. Joanna stated that as a

	<p><i>board we had discussed this and approved their salaries. The staff are continuing to work from home and provide online content to members. There is a risk of losing employees if we were to lay off staff. Nim is not certain he agrees with all of this. Sherry shared her experience with working at home and the challenges that she has experienced so far. She states that staff has been laid off from her area such as secretaries and admin support.</i></p> <ul style="list-style-type: none"> <i>- Joanna brought the conversation back to the agenda from the discussion about staff salaries. Joan states that she anticipates this would not be an unexpected/unrealistic fee increase to the members due to the circumstances and situation. This will be the first increase in 10 years.</i> <i>- There was a group consensus on an increase to 16.25 for membership fees.</i> <i>- Nim states that he does not approve the addition of another month of employee salary. Joanna asked Joan when we need to make a decision by, she states that mid-June.</i> <i>- Brittany made a comment in the chat – suggesting a 5% COVID surcharge may be an option to help offset some of the cleaning and staffing changes.</i> <i>- Joan suggested that the staff could take 2 weeks furlow in order to offset the cost of employee wages.</i> <i>- There was a vote for approving the staff salaries continue to be paid for one more month – 7 vote’s yes, and 1 vote no among the board members.</i> 	
<p>3.0 Facility Update</p>	<p>3.1 Pulse Generator programming and activities have continued virtually since we closed our doors – Facebook page and on our blog. Almost everything has been recorded, so that if the live version isn’t an option, it is always accessible. The program is vibrant and interactive with all team members providing input and interaction. We will be introducing a summer program in the June newsletter as well as continuing with our current weekly offerings and virtual personal training.</p>	
<p>4.0 Board Business</p>		
<p>5.0 Proposed next Board Meeting</p>	<p>Monday, September 21, 2020 – likely an additional board meeting will be called during the summer if the gym is given the go ahead to open. <i>The board has approved the meeting for next September 21st, 2020.</i></p>	
<p>8.0 Meeting Adjourned</p>	<p><i>Joanna proposed that the meeting be adjourned at 1:16pm.</i></p>	

_____ minutes approved by Pulse Generator Board Members as below:

Print

Signature
