

Pulse Generator Board Meeting Minutes

DATE/TIME: Wednesday, May, 8, 2019
 LOCATION: Pulse Generator Board Room

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

REGRETS: Wayne Duke, 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 (March 27, 2019)	Approved with no addition by general consent	
2.0 Action Review for Previous Meeting (March 27, 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. 	Posting on boards of where suggestion box can be found (JR, Sept 2019)
3.0 Financial Presentation and Approval of the Pulse Generator Budget for the Fiscal Year 2019-2020.	<p>3.1 Two document presented is the summary of the projected expenses and revenues for the Fiscal Year 2019-2020 – “Budget Summary” and “Expenses 19-20 Fiscal Year”.</p> <p>3.2 As a not for profit, the budget here at the Pulse Generator is pretty straight forward from year to year. In preparing the budget and making projections, I use data from Mind Body monthly and annual reports for class, program and membership revenue, our record so for til transactions (in house financial records), quotes from vendors (bookkeeper).</p> <p>I consider the expenses that usually show an increase year to year (Blue Cross, Ceridian, Insurance, WCB, banking and use the past to predict the next year. I also review costs for products that we use regularly to ensure that they are included in the budget correctly.</p> <p>3.3 In preparing the budget, I make the following assumptions:</p> <ul style="list-style-type: none"> - Operation of the PG will continue for the Fiscal Year 2019 – 2020 - The operation will continue to be centralized in Edmonton at the UAH site – UAH will realize 100% of the costs associated with this operation in the budget – banking, 	<p>Enquiry re replacement of toilet seats (JR, Sept 2019).</p> <p>Going, projection for year-end numbers to be added to the Budget summary to support budget approval (JR, May 2020).</p> <p>Email discussion/budget approval by Wed May 15 (Board members, May 15 2019).</p>

	<p>Payroll, Mind Body, Supplies – Calgary budget will reflect Calgary staffing salaries and benefits and Equipment maintenance costs.</p> <ul style="list-style-type: none"> - Membership will continue to grow with the addition of RAH, EMS Stonegate and EMS Edmonton however projections are soft due to the variability newness of these sites. <p>3.4 Membership Revenue Projections 2019-2020 are based on:</p> <ul style="list-style-type: none"> - A projected stable membership at original EDM/CAL sites, - we will see an increase in RAH membership beginning September 2019 (summer is a soft time to build membership_ - growth 30% - Increase in EMS membership – as both started with zero members, we project 100 members in each facility by September. - Overall growth of membership revenue of approximately 10% is projected for this fiscal year. - New to our revenue this fiscal year is the RAH Gym management fee. - Programs are calculated on a straight expense /revenue budget. We never lose money on programs as we only run what we can support. <p>3.5 Expenses – Not going to review line by line as they are represented appropriately in our budget. However there are a couple of items that need additional board approval in order for the budge to be approved:</p> <ul style="list-style-type: none"> - RICOH – Copier Line – Our copier lease is ending at the end of May and I would like to purchase the machine for the price of \$1350.00. It is not at the end of life according to Ricoh and they will support with a \$35.00/quarter service contract. It works well for us and we don't really need anything more. This will mean that only the service contract will exist in the budget after this year (\$140.00). The board needs to approve this purchase. <p>Discussion/Decision: Purchase of RICOH copier and on-going contract for service approved by general consensus.</p> <ul style="list-style-type: none"> - Facility Cleaning – I would like to include and “deep clean” outside of the “janitorial protocol “for both changerooms on an annual basis. I believe that this is a necessary task as the majority of tiling in both changerooms are very old and need this level of cleaning – hot water, pressure and a higher level of cleaning solution. The board needs to approve this procedure as well. The company that I have chosen to work with suggest that it will take the longest this time as it hasn't been done before at this level and likely won't take as long in subsequent years. <p>Discussion/Decision: ‘Deep clean’ with recommendation for reassessment of impact/frequency approved by general consensus.</p> <p>To note – salaries, you will notice that we have a change in staffing structure – our full time team are the same, but our part time team has shuffled - with Breanne taking go 12 hrs/week instead of 32 (which means that Blue Cross and RRSP are cancelled) and we have added a new part time member – Lenore – between Kelsey and Lenore</p>	<p>Budget information will be sent out a week before meeting with contingency for further review time if this is not possible (JR).</p>
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	<p>they will make up the hours that Breanne (20hrs) let go. Therefore – salary increases are only applied to Matt, Mary and Kevin this year as all part time positions are new. Overall it doesn't change our salary budgeting too much, given the fact that we have added 3 new facilities to our operations.</p> <p>As you can see the projected expenses and revenues are in line for the 2019- 2020 Fiscal Year.</p> <p>Approval of the budget is required to move forward with our upcoming Audit.</p> <p>Discussion/Decision: One week to send list of questions to send group on the budget with decision to approve budget by email.</p>	
4.0 Facility Updates	Audit booked for June 16, 2019	
5.0 Additional Board Business	<p>Meeting over the summer.</p> <p>Discussion/Decision: Discussion re booking summer meeting. Decision not to meet in July/August.</p>	
6.0 Schedule Board Dinner	June / July?	JR to send email to find a date and suggestions for location.
7.0 Proposed next Board Meeting	September, 11, 2019	
8.0 Meeting Adjourned	Adjourned by consensus at 1:20	

_____ minutes approved by Pulse Generator Board Members as below:

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Signature
