

A G E N D A

FITNESS CENTER ADVISORY COMMITTEE

REGULAR MEETING
WEDNESDAY, SEPTEMBER 20, 2017 AT 9:30 A.M.
FAIRWAY ROOM – CREEKSIDE COMPLEX

1. MEETING CALLED TO ORDER: Claudia Tierney, Chairman
2. ROLL CALL: Tierney, Herdering, Smith, Green, Howard, Leonard, Rapp and Fredlund, ex-officio member
3. APPROVAL OF REPORT OF AUGUST 9, 2017 (Attachment)
4. CHAIRMAN'S REPORT
 - a. Monthly attendance reports for August 2017 (Attachment)
5. CORRESPONDENCE AND ANNOUNCEMENTS
6. STAFF REPORTS
 - a. Equipment repair and maintenance.
 - b. Special programs report.
7. SUB-COMMITTEE REPORTS
8. RESIDENTS' FORUM

FCAC will follow Rossmoor custom and limit comments to 3 minutes.
9. UNFINISHED BUSINESS
 - a. Update regarding the Fitness Center Remodel Project.
 - Overview of final equipment layout and equipment order.
 - Overview of access control system and member management system.
 - Review of transition plans for the opening of the renovated facility.
 - b. Review of 2018 operating budget and request for additional staffing.
10. NEW BUSINESS
11. ADJOURNMENT
12. NEXT MEETING: Wednesday, October 11, 2017, at 9:30 a.m. in the Fairway Room at Creekside Complex.

CT/kv
cc: GRF Board

FITNESS CENTER ADVISORY COMMITTEE REPORT

REGULAR MEETING

WEDNESDAY, AUGUST 9, 2017, AT 9:30 A.M.

A regular meeting of the Fitness Center Advisory Committee (FCAC) was called to order by the Acting Chairman, Virginia Lee Rapp, at 9:30 a.m. on Wednesday, August 9, 2017, in the Board Room at Gateway Complex.

Present, in addition to the Acting Chairman, were Catherine S. Herdering, Vice Chairman, Sherry S. Smith, Secretary, Carol A. Green, Charlotte A. Howard, Barbara Leonard, and Melvin C. Fredlund, GRF representative and ex-officio member. Claudia Tierney, Chairman, was excused. Also attending were Mary K. Neff, Treasurer, and Leslie Birdsall and Mary Lou Delpech, Directors, GRF; Jeffrey P. Matheson, Director of Resident Services; Masha Henzel, Fitness Supervisor; and one resident. Attendance

The report of the Committee's regular meeting of June 14, 2017, was approved as written. Report Approved

By unanimous consent, Catherine S. Herdering and Sherry S. Smith were re-elected Vice Chairman and Secretary, respectively. Officers Re-Elected

Ms. Henzel reported 9,365 visits to the Fitness Center for the month of July. Fitness Attendance/

Ms. Rapp addressed two emails from residents regarding the guest policy and one email regarding special programs and technology planning. It was decided that Mr. Matheson would respond to these three residents. Correspondence

Ms. Henzel reported that there are some tile problems in the modulars that are being addressed. She also added that there are plans for sixteen or seventeen new free classes to possibly be added in the future. Staff Report

Ms. Howard reported that she is interviewing for the Wall of Fame. The suggestion was made to feature one resident periodically rather than feature several residents over a longer period of time. Mr. Matheson suggested that the name be changed from "Wall of Fame" to "Featured Resident". No decision was made by the Committee on that at this time. Wall of Fame

Mr. Matheson gave both a verbal and video update on the progress of the Del Valle Complex Renovation Project. He said that the Fitness Center is still on track to open in January 2018. Update on Del Valle Complex Renovation

Mr. Matheson then led a discussion on the draft 2018 Fitness Center operating budget. The top priority is front desk staffing, with 1.5 additional positions being recommended. The recommended increase in staffing would allow for two people to cover the front desk at peak hours, one in the evenings, and one on weekends. Committee members expressed concerns that there might not be enough staff for the proposed classes and assistance to help residents acclimate to the renovated Fitness Center. After discussion, the following suggestions were made to address this concern: 1) produce a training video for resident orientation; 2) employ contract Project/ Draft 2018 Fitness Center Operating Budget

staff; and 3) hire staff under the Fitness Center’s construction budget.

A motion was made by Ms. Leonard, seconded by Ms. Green, and CARRIED UNANIMOUSLY to recommend to the GRF Board of Directors the addition of one full-time floor staff position.

Recom-
mendation
to GRF
Board re.
Staff
Position/
FCAC and
AAC
Subcom-
mittee’s
Room Name
Recom-
mendations

Mr. Matheson reported on the results of the FCAC and AAC Subcommittees, which were convened to recommend names for the rooms in the renovated Fitness Center. Suggestions for room names came from a resident survey. The Subcommittee recommended the following names:

- Main Complex: Del Valle Fitness Center
- Multi-Use A: Dance Studio
- Multi-Use B: Aerobics Studio
- Gymnasium: Gymnasium
- Pilates: Pilates Studio
- Current Shasta Room: Serenity Room
- Pools: Del Valle Pools

A motion was made by Ms. Green, seconded by Ms. Herdering, and CARRIED UNANIMOUSLY to recommend to the GRF Board of Directors that the room names be adopted as recommended by the FCAC and AAC Subcommittee.

Recom-
mendation
to GRF
Board re.
Room
Names

Ms. Rapp handed out copies of the Conflict of Interest forms, GRF Policy 201.2, to be completed by each member of the FCAC.

Conflict of
Interest
Forms/
FC Orien-
tation for
Waterford/
Adjourn-
ment/

Ms. Howard recommended a special orientation of the renovated Fitness Center for residents of The Waterford. No action was taken on this by the Committee.

Next Mtg.
TBD

The Chairman adjourned the meeting at 10:45 a.m.

Due to a scheduling conflict, the next regular meeting of the FCAC will be determined at a later date.

Virginia Lee Rapp, Acting Chairman
Fitness Center Advisory Committee

SSS/kv

Attachment: Fitness Center Statistics

**DEL VALLE AQUATICS and FITNESS REGISTRATION
AUGUST 2017**

ATTENDANCE NUMBERS								ROOM & POOL NUMBERS							
SCANNED ENTRIES								8507							
RESIDENT SIGN IN TOTAL:								670							
FITNESS GUEST TOTAL:								160							
FITNESS CAREGIVER TOTAL:								30							
CLUB GUEST TOTAL:								121							
CONTRACTOR GUEST TOTAL:								13							
FITNESS TOTALS:								9501							
MODULAR AEROBIC ROOM #s:								3245							
HS DIABLO ROOM #S								643							
HS VISTA ROOM #S								147							
HS LAS TRAMPAS #S								13							
CREEKSIDE CLUB ROOM #S								159							
FITNESS ROOM #S								25							
TOTAL:								4232							
POOL ATTENDANCE TOTAL:								0							
POOL GUEST TOTAL:								0							
POOL CAREGIVER TOTAL:								0							
POOL TOTALS:								0							
FACILITY TOTAL:								9501							
TOTAL MEMBERSHIPS								5031							
UNIQUE SCANS								1305							
MEMBERSHIPS ADDED:								48							
BAR CODES REPLACED:								9							
TRAINER ACTIVITY															
TOTAL ½ HOUR SESSIONS								119							
TOTAL 1 HOUR SESSIONS								104							
TOTAL FREE SESSIONS								102							
TOTAL CLASSES TAUGHT								155							
TOTAL PAID SGT/WORKSHOP CLIENTS								50							
POOL TOTALS															
2011	5609	5135	6004	4591	3802	5142	5617	5301	4625	4480	5901	5305	61,512	POOL STAFF	1125
2012	6160	6062	6418	5014	4921	5154	5863	6301	5431	5182	6191	5656	68,353	POOL CONTRACTOR	327
2013	6506	6021	6206	5545	4746	5367	6257	5934	5195	5166	5209	5708	67,860	POOL TOTAL	1452
2014	6681	6,306	5919	5339	5,323	4311	5,832	5,910	5,623	5541	5259	6209	68,253		
2015	6818	6,615	5021	5,573	5,602	5708	5,861	6,272	5,666	5,161	5314	5,400	69,011		
2016	6,480	6,553	4902	4,258	4,602	4902	5,312	5,406	4,649	5,257	4816	4,559	61,696		
2017	5,625	5,399	5508	231	0	0	0	0					16,763		
FITNESS TOTALS															
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	POOLS	TOTAL
2011	13187	12210	14037	12000	12464	12563	11969	13132	11529	11975	11943	11334	148343	61,512	209,855
2012	12856	12463	12950	12044	12436	12390	12857	13314	12440	13241	11825	11736	150552	68,353	218,905
2013	13227	12348	12976	13063	12782	11910	13007	13014	11850	12778	11524	11455	149934	67,860	217,794
2014	13325	12514	13780	12983	12727	11937	13363	13821	12812	13225	12123	12663	155273	68,253	223,526
2015	13806	13088	14099	13013	13118	13394	14212	14200	13970	13759	12870	13186	162715	69,011	231,726
2016	15703	15087	16516	15120	15629	14603	14729	15929	14671	14374	13977	14034	180372	61,696	242,068
2017	15368	14461	5498	3033	8627	9692	9465	9501					75645	5,625	81,270