

# AGENDA

## FITNESS CENTER ADVISORY COMMITTEE

### REGULAR MEETING

WEDNESDAY, OCTOBER 10, 2018 AT 9:30 A.M.

### **FAIRWAY ROOM AT CREEKSIDE COMPLEX**

1. MEETING CALLED TO ORDER: Claudia Tierney, Chairman
2. ROLL CALL: Tierney, Herdering, Howard, Grizzell, King, Rapp, Remington, and Pyle, ex-officio member
3. APPROVAL OF REPORT OF SEPTEMBER 5, 2018 (Attachment)
4. CHAIRMAN'S REPORT
  - a. Attendance Report for August 2018
5. CORRESPONDENCE AND ANNOUNCEMENTS
6. STAFF REPORTS
  - a. Report by Mark Metcalf, Fitness Center Manager
7. SUB-COMMITTEE REPORTS
  - a. Publicity
8. RESIDENTS' FORUM

FCAC will follow Rossmoor custom and limit comments to 3 minutes.
9. UNFINISHED BUSINESS
  - a. Update on adopted Fitness Center Operating Budget for 2019.
10. NEW BUSINESS
  - a. Discussion regarding Guest Usage Policy 304.1 related to guests visiting a member who is physically unable to accompany the guest to the facility. (Attachment)
11. ADJOURNMENT
12. NEXT MEETING: Wednesday, November 14, 2018, at 9:30 a.m. in the Board Room at Gateway Complex.

CT/dr  
cc: GRF Board

## FITNESS CENTER ADVISORY COMMITTEE REPORT

## REGULAR MEETING

WEDNESDAY, SEPTEMBER 5, 2018, AT 9:30 A.M.

A regular meeting of the Fitness Center Advisory Committee (FCAC) was called to order by the Chairman, Claudia Tierney, at 9:30 a.m. on Wednesday, September 5, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Catherine S. Herdering, Vice Chairman, Charlotte A. Howard, Secretary, James V. Grizzell, Alice King, Virginia Lee Rapp, Robert Remington, and Geraldine Pyle, ex-officio member and GRB representative. Also attending were Robert D. Kelso, President, Leslie Birdsall, Vice President, and Kenneth Anderson, Director, GRF; Timothy O'Keefe, CEO; Jeffrey P. Matheson, Director of Resident Services; Mark Metcalf, Regional Operations Manager of Active Wellness; and three residents. Julie Van Dusen, Fitness Manager, was excused.

Attendance

The report of the Committee's regular meeting of August 8, 2018, was approved as written.

Report  
Approved

The Chairman introduced new Committee member, James V. Grizzell.

New  
Member/  
Chairman's  
Report

The Chairman reported that there were 23,466 visits to the Fitness Center during the month of August, including 267 guests and 218 caregivers. Mr. Matheson pointed out that the figure was less than normal due to two days of closure due to 1) a power outage and 2) staff training. He also reported that he will be adding reports to find peak times of Fitness Center usage, and he hopes to have this information available at the next regular meeting.

Mr. Matheson reported that correspondence was received about concerns that the floor of the Serenity Room is slippery. Yesterday, he met with yoga instructors who reported no accidents, but this issue will be further explored.

Staff  
Reports

Mr. Matheson then reported that Julie Van Dusen, Fitness Center Manager, has resigned and will be moving to Houston, Texas. Her last day is Friday, September 7, 2018. There were no other staff reports.

Ms. Howard reported that she and Ms. King had not yet met regarding the Wall of Fame.

Wall of  
Fame

During the Residents' Forum, Pauline Gould addressed the Committee regarding the lack of an emergency phone in the Serenity Room; thus, there is no way to call for help should it be necessary.

Residents'  
Forum

Mary England urged the Committee to retain the two hours of annual training at no additional cost to residents as discussed at its August meeting.

Considerable discussion was held about a recommendation to the GRF Board of Directors regarding the option to sell a limited number of non-resident sponsored memberships for the Tice Creek Fitness Center. The discussion centered around the difficulty of monitoring non-resident guests, particularly when restricting other Rossmoor activities. Ms. Herdering reported that the Aquatics Advisory Committee

Non-  
Resident  
Sponsored  
Member-  
ships

would be meeting tomorrow to consider the impact of this recommendation on pool use.

A motion was made by Ms. Herdering, seconded by Ms. Rapp, and CARRIED, with Ms. King and Mr. Remington voting no, to recommend to the GRF Board of Directors that a limited number of non-resident memberships be sold.

Further discussion was then held on costs and restrictions of non-resident memberships.

A motion was made by Ms. Rapp, seconded by Mr. Grizzell, and CARRIED UNANIMOUSLY to recommend the following costs and restrictions to the GRF Board of Directors:

Costs and  
Restrictions  
of Non-  
Resident  
Member-  
ships

Non-resident memberships would be capped to a maximum of 50.

Non-resident members would need to be sponsored by a resident member.

Non-resident members would need to be 55 or older.

Non-resident members would enjoy one free intake/orientation session with no annual free training sessions offered.

The initiation fee for non-resident members is \$175 to cover the cost of an RFID tag, key fob, and to cover the expense of creating the membership and processing the monthly invoices.

The monthly fee is \$75.

Non-resident members may bring guests at the \$10/guest fee, but no free guest passes will be provided.

A discussion was held regarding the current policy of offering residents two hours per year of training at no extra charge. It was suggested that consideration be given to reducing the number of hours per year or breaking the time up into 30-minute segments, especially for permitting more flexibility for staff schedules.

Annual  
Training

A motion was made by Ms. King, seconded by Ms. Herdering, and CARRIED UNANIMOUSLY to consider making a change to annual training to four 30-minute sessions per year.

Under New Business, Mr. Matheson announced a new contract with Active Wellness for management services of the Tice Creek Fitness Center. With Julie Van Dusen leaving Friday, September 7, 2018, Mark Metcalf, Regional Operations Manager of Active Wellness, will now be present 4 days/wk for now and later will be 3 days/wk with a new staff position of a full-time fitness lead to be filled. Mr. Metcalf will be attending future FCAC meetings.

Active  
Wellness  
Agreement

The Chairman adjourned the meeting at 10:50 a.m.

Adjourn-  
ment/

The next regular meeting of the FCAC will be held on **Wednesday, October 10, 2018, at 9:30 a.m. in the Fairway Room at Creekside Complex.**

Next Mtg.  
10/10/18

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Claudia Tierney, Chairman  
Fitness Center Advisory Committee

CT/dr

DRAFT

Meeting Date: October 10, 2018

***SUMMARY REPORT  
GOLDEN RAIN FOUNDATION  
FITNESS CENTER ADVISORY COMMITTEE***

**REPORT PREPARED BY:**

Jeff Matheson, Resident Services Director

**REQUESTED ACTION/RECOMMENDATION:**

Discussion regarding Guest Usage Policy 304.1 related to guests visiting a member who is physically unable to accompany the guest to the facility.

**BACKGROUND:**

The current Guest Usage Policy 304.1, copy attached, requires that all guests be accompanied by a resident member at all times. Some GRF members are physically unable to come to a GRF facility with their guests. Several times per year staff receives inquiries about the ability of a guest to use a facility without a resident member. Staff must deny this request based on current policy.

**ALTERNATIVES AND OPTIONS:**

The FCAC and AAC can consider amendments to the policy to allow unaccompanied guests with prior verification the member host are unable to accompany the guest. Verification may be a doctor's note kept on file. The alternative is the resident member must arrange for a neighbor or other GRF member to accompany their guests.

**ATTACHMENTS:**

Guest Usage Policy 304.1

Subject: Guest Usage Policy

Purpose: To Establish Guidelines for Use of Trust Facilities by Guests

For purposes of this Policy the term "Guest" refers to non-Members, not registered with GRF as either a Lessee (Policy 104.1.2), or Domestic Employee, as set forth below. The Golden Rain Foundation's programs, services and facilities are intended primarily for use by GRF Members as defined in the Bylaws, either individually or as members of Rossmoor clubs and organizations. The Foundation supports a policy of accommodating Guests accompanied by their Member host when their presence does not interfere with Members' use of facilities.

1. Guests must be accompanied by a Member host at all times, unless otherwise specifically provided for elsewhere by Policy, Rules, or Procedures.
2. At the discretion of GRF, Guests may be limited to a number of days or excluded for specific days or portions thereof, from any programs, services or facilities in order to ensure adequate access to Members. A list of such limitations, if any, will be available from Member Records and provided to Members upon request.
3. Guests must follow all policies, rules and procedures of the applicable program/facility. Members are responsible for making their Guests aware of the Foundation's policies, rules and procedures and for the acts of their Guests.
4. No Guest who is a client, patient, or customer of a Member may use Foundation facilities for professional purposes.
5. Subject to approval of the GRF Board, Guests may be charged a fee for use of, or access to, any program, service or facility on terms and conditions prescribed by the Board. A schedule of such charges will be maintained by Member Records and provided to Members upon request.
6. The term Domestic Employee refers to an employee of a Member or Lessee as either a care-giver or housekeeper or similar capacity, whether or not such employee lives with the Member or Lessee full-time. Domestic Employees must be registered with GRF as such, and will be considered to be Guests of the Member, for purposes of access only. Domestic Employees will not be permitted to make use of any amenities or facilities, and must be accompanied by the applicable Member at all times. Domestic Employees may be issued limited access devices subject to the fees and restrictions established by the Board, which are available from Member Records upon request.
7. Notwithstanding any of the above limitations, exceptions to this Policy may be made by express provisions contained in the applicable Rules for participation and use of any GRF program, service or facility approved by the GRF Board.

Authority: Policy

6/24/04

9/27/07 Rev.

2/24/11 Rev.

10/31/13 Rev.

7/27/17 Rev.