

AGENDA

FITNESS CENTER ADVISORY COMMITTEE

REGULAR MEETING

WEDNESDAY, AUGUST 14, 2019, AT 9:30 A.M.
BOARD ROOM AT GATEWAY COMPLEX

1. MEETING CALLED TO ORDER: Catherine S. Herdering, Chair
2. ROLL CALL: Herdering, Corda, Grizzell, Kaufman, King, Rapp, Remington, and Birdsall, ex-officio member
3. APPROVAL OF REPORT OF JULY 10, 2019 (Attachment)
4. CHAIR'S REPORT
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. Consider recommendations to the GRF Board regarding the Fitness Center Operating Budget for 2020. (Attachment)
10. NEW BUSINESS
 - a. Consider modifying the annual meeting schedule to make meetings every other month on the second Wednesday at 9:30 a.m. (Attachment)
 - b. Consider the formation of a joint subcommittee with the AAC to meet every other month as needed on an ongoing basis. (Attachment)
11. ADJOURNMENT
12. NEXT MEETING: Wednesday, October 9, 2019, at 9:30 a.m. in the Board Room at Gateway Complex.

CH/dr
cc: GRF Board

FITNESS CENTER ADVISORY COMMITTEE REPORT

REGULAR MEETING
WEDNESDAY, JULY 10, 2019, AT 9:30 A.M.

A regular meeting of the Fitness Center Advisory Committee (FCAC) was called to order by the Chair, Catherine S. Herdering, at 9:30 a.m. on Wednesday, July 10, 2019, in the Fairway Room at Creekside Complex.

Present, in addition to the Chair, were James V. Grizzell, Vice Chairman, Janet Corda, Secretary, Larry Kaufman, Alice King, Virginia Lee Rapp, Robert Remington, and Leslie Birdsall, ex-officio member and GRB representative. Also attending were Robert D. Kelso, President, GRF; Timothy O'Keefe, CEO; Mark Metcalf, Regional Operations Manager of Active Wellness; Noah Yuzna, Fitness Center Lead; and one resident.

Attendance

The report of the Committee's regular meeting of June 12, 2019, was approved as written.

Report
Approved

A motion was made, seconded, and CARRIED UNANIMOUSLY to elect James V. Grizzell as Vice Chairman of the Fitness Center Advisory Committee.

Vice
Chairman
Elected

A motion was made, seconded, and CARRIED UNANIMOUSLY to elect Janet Corda as Secretary of the Fitness Center Advisory Committee.

Secretary
Elected

The Chairman reported that there were 20,158 visits for the Fitness Center during the Month of June 2019.

Chairman's
Report

Mr. Metcalf reported that the pickle ball numbers for this year will be revised to reflect only those who played at the Fitness Center and not those from the Creekside outdoor courts. He also reported that there is normally a drop in attendance at the Fitness Center and classes during the summer months due to both resident and staff vacations and that the Pilates Reformer classes need to have a minimum average of two per class to break even. He lastly reported that the June revenue for the Fitness Center was \$19,475 and year to date is \$110,678.

Staff
Reports

It was agreed that Charlotte Howard, would continue to help with the Wall of Fame pictures at the Fitness Center, despite no longer being a Committee member. Ms. King displayed her July 3 article in the Rossmoor News on resident Bud Lembke, who is the newest addition to the Wall of Fame.

Publicity &
Wall of
Fame
Update

There was one speaker at the Residents' Forum concerned with the use of medical language, which was addressed.

Residents'
Forum

Addressing Unfinished Business, Ms. Rapp brought up the question regarding the use of videos being used as a substitute when an instructor cannot be present. It was also mentioned that the issue of whether or not to have music played over the speakers in the Fitness Center will be revisited in the future.

Video
Instruction/
Music

Addressing New Business, staff opened initial discussion on levels of service in preparation for the 2020 Operating Budget. The Committee will consider proposals on floor staff and back up for cancelled classes (including a possible on-call position and video support) in the budget recommendations to the GRF. Mr. Matheson and Mr. Metcalf will develop these ideas for the Committee's August meeting.

Levels of Service and Budget for 2020

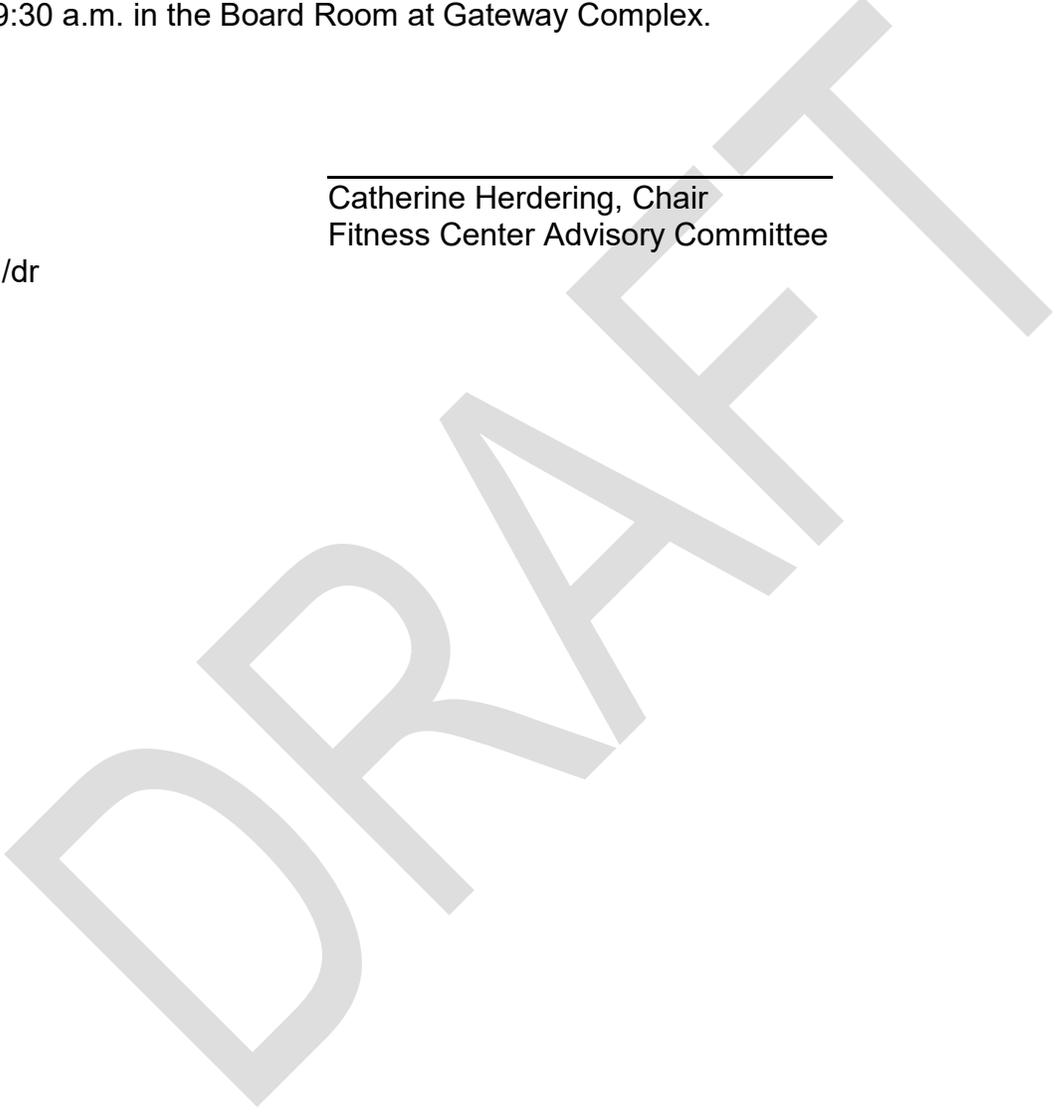
The Chairman adjourned the meeting at 10:31 a.m.

Adjournment/ Next Mtg. 8/14/19

The next regular meeting of the FCAC will be held on Wednesday, August 14, 2019, at 9:30 a.m. in the Board Room at Gateway Complex.

Catherine Herdering, Chair
Fitness Center Advisory Committee

CH/dr



Meeting Date: August 14, 2019

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

REPORT PREPARED BY:

Jeff Matheson, Resident Services Director

REQUESTED ACTION/RECOMMENDATION:

Consider recommendations to the GRF Board regarding the Fitness Center Operating Budget for 2020.

BACKGROUND:

During the July meeting of the FCAC, the Committee discussed the proposed Fitness Center Operating Budget for 2020. The focus of the discussion was on the level of service the operation provides to residents. The Committee had two main areas of concern. The first was the cancellation of classes and programs when a trainer is absent for any reason and the second was the amount of general floor coverage provided by training staff.

Cancellation of Classes:

Regarding the cancellation of classes, the Committee asked for additional information regarding the use of a streaming service as well as the option for establishing an on-call substitute list. Staff has reviewed options for a streaming service for classes held in the Aerobics Studio and the Dance Studio. A streaming service allows either the facility operator or, during select times, individual members to select a desired class from a menu of classes. The service that staff previewed had hundreds of class options in a variety of intensities. Staff has not yet had the opportunity to preview any of the classes or vet the potential list of classes. The service could take the place of a trainer led class or replace a trainer when they are absent. The pros of the service are the variety of classes and the option to not only replace an instructor when absent but expand class offerings. The negative is the lack of a certified trainer in the room for safety and to monitor participants and make sure they are performing the movements correctly. The technology may also require some assistance to set-up or operate. The cost for a streaming service is approximately \$425/month for two studios plus \$2,000 for equipment for a total of \$7,100.

A second option for dealing with cancelled classes is to either hire or contract with several part time on-call instructors. On-call instructors would be scheduled, based on

availability, when an instructor is absent for any reason. The pros of this option include having a person leading the class for safety and for the ability to vary the routine to meet the needs of the participants. The negative is the ability to hire enough on-call instructors may be challenging. It may also be challenging to schedule an on-call instructor for last minute absences by staff. The cost for providing a back up instructor to cover a total of 200 classes would be approximately \$10,000.

Floor Coverage:

In the 2019 proposed budget, the FCAC recommended the addition of a full-time fitness trainer for floor coverage. The requested position was not approved. The Board did approve a reconfiguration of the Active Wellness contract, which resulted in the addition of a Fitness Lead position and the reduction of the Fitness Manager position to part time. The new Fitness Lead position is able to teach classes and conduct personal training. This has increased the staff presence on the floor. Despite this addition, a frequent request from members is the desire to have additional staff available to answer questions and provide instruction on use of equipment.

A new full-time training position would cost approximately \$64,000 including all related employee expenses. The cost of the staff position could be offset by revenue generated from personal training. If the position was permitted to conduct 15 hours of paid personal training per week the revenue generated would be approximately \$45,000 annually. Trainers are paid at a flat rate of \$40/hour when conducting paid personal training. This means the net cost of the full-time trainer would be approximately \$26,000.

ALTERNATIVES AND OPTIONS:

The Committee can recommend any of the above options to improve the level of service at the Fitness Center or the Committee can make a different recommendation or no recommendation.

ATTACHMENTS:

None

Meeting Date: August 14, 2019

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

REPORT PREPARED BY:

Jeff Matheson, Resident Services Director

REQUESTED ACTION/RECOMMENDATION:

Consider modifying the annual meeting schedule to make meetings every other month on the second Wednesday at 9:30 a.m.

BACKGROUND:

Staff has met with the Chair of the AAC and FCAC to discuss the meeting schedule and topics discussed by each Committee. The current demand for topics to be discussed by the Committee does not require monthly meetings. A schedule of meeting every other month or even quarterly would provide the necessary time.

Since the opening of Tice Creek Fitness Center, there are many topics in common between the FCAC and AAC. In order to address these issues, it is recommended that a subcommittee of the FCAC and AAC meet as needed on opposite months as the regular meetings of each Committee. The joint subcommittee would provide feedback and recommendations regarding joint issues to the full FCAC and AAC Committees.

OPTIONS:

The Committee can decide to modify the current meeting schedule or maintain the current schedule.

ATTACHMENTS:

None