

# AGENDA

## FITNESS CENTER ADVISORY COMMITTEE

### REGULAR MEETING

WEDNESDAY, SEPTEMBER 5, 2018 AT 9:30 A.M.  
BOARD ROOM AT GATEWAY CLUBHOUSE

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 AUGUST 8, 2018 (Attachment)
4. CHAIRMAN'S REPORT
  - a. Attendance Report for August 2018
5. CORRESPONDENCE AND ANNOUNCEMENTS
6. STAFF REPORTS
7. SUB-COMMITTEE REPORTS
8. RESIDENTS' FORUM

FCAC will follow Rossmoor custom and limit comments to 3 minutes.
9. UNFINISHED BUSINESS
  - a. Consider recommendation to the GRF Board regarding the option to sell a limited number of non-resident sponsored memberships for the Tice Creek Fitness Center. (Attachment)
  - b. Consider approving a change to the free annual trainings by allowing 30-minute sessions. (Attachment)
10. NEW BUSINESS
  - a. Update regarding Agreement with Active Wellness for management services of the Fitness Center.
11. ADJOURNMENT
12. NEXT MEETING: **Wednesday, October 10, 2018, at 9:30 a.m. in the Fairway Room at Creekside Complex.**

CT/dr  
cc: GRF Board

## FITNESS CENTER ADVISORY COMMITTEE REPORT

REGULAR MEETING  
WEDNESDAY, AUGUST 8, 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, August 8, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Catherine S. Herdering, Vice Chairman, Charlotte A. Howard, Alice King, Virginia Lee Rapp, Robert Remington, and Geraldine Pyle, ex-officio member and GRB representative. Also attending were Robert D. Kelso, President, GRF; Timothy O'Keefe, CEO; Jeffrey P. Matheson, Director of Resident Services; Julie Van Dusen, Fitness Manager; Javier Roman, Sound and Lighting Technician; and six residents.

Attendance

The report of the Committee's regular meeting of June 13, 2018, was approved as written.

Report  
Approved

The Chairman reported that long-time Committee member, Secretary Sherry Smith, resigned from the FCAC due to a move to the East Coast. The Chairman then introduced the new Committee members, Alice King and Robert Remington.

Chairman's  
Report

The Chairman announced that Char Howard was appointed Secretary of the Fitness Center Advisory Committee to replace Sherry Smith and Catherine Herdering was reappointed Vice Chairman of the Fitness Center Advisory Committee.

Vice  
Chairman  
and  
Appointed  
Secretary/  
Chairman's

The Chairman then reported that there were 29,947 visits to the Fitness Center in the month of July including 444 resident sign-ins, 316 guests, and 216 caregivers. July was the first month of actual scans with the new system. The previous high was slightly more than 20,000, which included the pool.

Chairman's  
Report  
Cont.

There was no correspondence. There were no announcements.

Ms. Van Dusen reported that there were 208 assessments in July, with 222 personal training sessions and 387 classes, of which, 173 were classes offered by staff trainers. There were also 115 small group training sessions in July. The trainers recently started tracking iPad sign-ins for two classes, and this week two more classes were added, for a total of four classes signing in on the iPad. Residents are utilizing their guest passes. Temporary help was used for educating residents in using the new key fob entry process.

Staff  
Reports

Ms. Rapp reported from the Publicity Sub-Committee that the filtered water refill in the Fitness Center has now saved more than 23,000 plastic water bottles kept out of landfill.

Sub-  
Committee  
Reports

Ms. Howard reported from the Wall of Fame Sub-Committee that since she is taking on the job of Secretary, she would appreciate help with the Wall of Fame articles. New Committee member Alice King volunteered to help.

During the Residents' Forum, resident Cynthia Schneider presented to the Committee a memo that she had provided to the Policy Committee on August 7, regarding Non-Resident Facilities Use Fee. She recommended that, if the FCAC was considering a limited number of non-resident memberships for sale, Rossmoor Clubs be given the first opportunity to purchase such memberships.

Residents'  
Forum

Mary England spoke about her preference that there be no increase in the operating budget for the coming year. She also urged the Committee to vote "No" on allowing non-resident memberships or requiring more than a \$50 per month fee. She also spoke to not reducing the current two free training sessions per year for residents.

Mr. Matheson gave an update on the approved list of additional projects (additional lockers, storage cabinets, etc.) approved by the GRF Board. Most items have been completed, with two items yet to be done, namely, the privacy screen to the outside door and additional lockers on the women's side.

Update  
re. Fitness  
Center  
Projects

As of July 1, the new access control system, requiring resident use of fobs to check in was fully operational. Temporary staff has been used to educate residents in using the new check-in system.

Access  
Control  
System  
Update/  
2019

Under New Business, a discussion was held regarding the 2019 Fitness Center operating budget. The current coupon cost per resident is \$9.64, per manor, per month. Additional staffing was added last year, but additional floor staff was not. Ms. Van Dusen presented current levels of service. Productivity level can be evaluated using the Mind/Body software. By shifting the resources, Ms. Van Dusen suggested that 30 hours of floor time could be added under the current budget.

2019  
Operating  
Budget

Mr. Matheson presented an option of selling a limited number of non-resident sponsored memberships to the Fitness Center as a way of increasing revenue; however, the increase in revenue may not necessarily go toward hiring more staff for the Fitness Center.

Selling  
Non-  
Resident  
Sponsored  
Member-  
ships/

He also presented an option of re-allocating the two free training assessments each Rossmoor resident has available per year. The discussion centered around only offering training in 30-minute time periods to better fill out the trainers' schedules and create more timely appointments for residents who wish to work with a particular trainer.

Reallocation  
of Two Free  
Training  
Assess-  
ments

A motion was made by Ms. Rapp, seconded by Ms. Herdering, and CARRIED UNANIMOUSLY to recommend to the GRF Board the addition of one full-time floor staff position at the Fitness Center.

Recom-  
mendation  
to GRF  
Board re.  
Staff  
Position

The Chairman adjourned the meeting at 11:10 a.m.

The next regular meeting of the FCAC will be held on Wednesday, **September 5, 2018**, at 9:30 a.m. in the Board Room at Gateway Complex.

Adjourn-  
ment/  
Next Mtg.  
9/5/18

---

Claudia Tierney, Chairman  
Fitness Center Advisory Committee

CT/dr

DRAFT

Meeting Date: September 5, 2018

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

**REPORT PREPARED BY:**

Jeff Matheson, Resident Services Director

**REQUESTED ACTION/RECOMMENDATION:**

Consider recommendation to the GRF Board regarding the option to sell a limited number of non-resident sponsored memberships for the Tice Creek Fitness Center.

**BACKGROUND:**

During the August meeting of the FCAC, the concept of selling non-resident sponsored memberships to the Tice Creek Fitness Center was introduced. The FCAC agreed to continue the discussion at its September meeting and make a recommendation to the GRF Board. In addition to initial feedback from the Committee during the August meeting, member Rapp provided some additional comments for consideration.

**Proposal:**

- Non-resident memberships would be capped to a maximum of 100.
- Non-resident members would need to be sponsored by a member.
- Non-resident members would need to be 55 or older.
- Non-resident members would enjoy all the same privileges as GRF members including access to classes, personal training, and two free assessments per year.
- The monthly fee would be \$75.00
- There would be an initiation fee of \$100 to cover the cost of an RFID tag, key fob and to cover the expense of creating the membership and processing the monthly invoices.

**Committee member Rapp further suggested:**

- The initiation fee is \$175 instead of \$100.
- The monthly fee is at least \$75.00.
- There only is one free intake/orientation session with no annual free training sessions offered.
- Resident members would have priority where class attendance is limited.

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

Should all 100 memberships be sold for \$75.00/month, the revenue potential is \$90,000, plus \$10,000 in initiation fees at \$100/membership.

**ALTERNATIVES AND OPTIONS:**

The non-resident membership proposal will be included as a new program in the draft 2019 Operating Budget. The recommendation from the FCAC and AAC will be presented with the item. The Committee can modify the proposal based on the input from member Rapp or any other input received, or the Committee can recommend the proposal not be implemented.

**ATTACHMENTS:**

None

Meeting Date: September 5, 2018

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

**REPORT PREPARED BY:**

Jeff Matheson, Resident Services Director

**REQUESTED ACTION/RECOMMENDATION:**

Consider approving a change to the free annual trainings by allowing 30-minute sessions.

**BACKGROUND:**

The current policy for the operation of the Fitness Center is to provide every resident with two free one-hour training sessions on an annual basis. Resident members are free to schedule these at any point during the year. On average, the fitness staff conducts just over 200 free sessions per month.

Personal training is one of the most beneficial services offered at the Fitness Center. Working with a certified trainer ensures members are properly informed of how to use the equipment and trainers provide programs that help members meet their fitness goals. Personal training is offered as 60 minute, 30 minute or small group training. Many members use the free assessments as an initial orientation and then annually as a check-in to make sure they are still on the right track.

Providing the free sessions annually is a nice benefit for members however it does take away from other services the training staff could be engaged in. This includes conducting paid personal training or teaching free group exercise classes.

There are several alternatives to consider for providing free training sessions:

1. Provide four free 30-minute assessments on an annual basis. A thirty-minute session is easier to book, and it provides sufficient time for a basic orientation to the equipment or an annual check-in. The resident would still receive the same amount of time and could combine two 30-minute sessions to make a one-hour session if they choose.
2. Reduce the free sessions to two free 30-minute assessments on an annual basis. A thirty-minute session is easier to book, and it provides sufficient time for a basic orientation to the equipment or an annual check-in. By reducing the

sessions from 60 minutes to 30 minutes, it frees up an average of 100 hours per month for paid training, additional group exercise classes, or floor time.

3. Provide one free 60-minute session annually for each resident. Reducing to one free session results in the same savings and there is some benefit to an hour-long session. Booking a 60-minute session, however, is more difficult based on trainer availability.
4. Provide each resident with two free 60-minute or 30-minute training sessions upon the creation of their membership. These sessions can be used whenever the resident decides, however, they do not renew annually.

**ALTERNATIVES AND OPTIONS:**

Listed above.

**ATTACHMENTS:**

None