

PLANNING AND FISCAL AFFAIRS COMMITTEE MEETING

Wednesday, August 25, 2010

10:00 a.m.

Las Campanas – Cottonwood Room

GVR's Mission Statement: "To provide recreational, social and leisure education opportunities that enhance the quality of our members' lives."

IN ATTENDANCE: Joyce Finkelstein (Chair), Jack Ernest (Vice-Chair), Mike Banks, Gunnar Bonthron, Joan Browning, Peter Gillingham, Dan Kirkland, Roberta Konen, Jack Leary, Ann Skrivanek, Dick Smith, Marge Garneau

ABSENT: Fred Balet, Harry LaFavor, Stan Riddle, Steve Rowley, Anndrea Blackshear, John Adderley

OTHER DIRECTORS: Ann Gillingham

STAFF: Kim Woolley (Finance Director), Ginny Bilbrey (Executive Assistant), Kim Steinhilb (IT Manager), Allison Brown (Recreation Manager)

VISITORS: None

It should be noted that the Board of Directors have decided to follow Roberts Rules of Order Article X, 59 wherein it states that the record of proceedings should state what was done, not what was said. Therefore, all Board and committee meetings will only reflect the action items and the result of the action. Therefore, these minutes will not include comments made by individuals.

- **Call to Order** – Vice-Committee Chair, Jack Ernest called the meeting to order at 10:00 a.m.
- **Meeting Minutes** - The July 28, 2010 meeting minutes were approved as distributed.
- **Approval of the 2011 Dues & Fee Schedule** – At this time, Committee Chair, Joyce Finkelstein arrived at the meeting. GVR's Finance Director, Kim Woolley advised that the 2011 Dues & Fee Schedule was developed from discussion with the committee members at last month's meeting with revenue generating ideas from staff and the increase in the CPI of 1.6%. Several questions were asked and discussion was held by the committee. A couple of the committee members thought that since a lot of projects were deleted from the 2011 budget in order to balance it, possibly another review of the budget should be done since the Board of Directors announced yesterday that the Corporate Bylaws would be reversed back to 1999 and a dues cap was not in effect at that time. Finkelstein stated that the Board of Directors has the authority to set dues and fees and she does not want to go back to the beginning of the budget process. She prefers that the committee stay with their recommendation to forward Draft #2 to the Board of Directors and let the Board approve Draft #2 or change it. Several committee members preferred not to increase the annual dues more than what is allowed by the CPI limit. Woolley reported that the Dues & Fee Schedule does reflect a dues increase of \$6.00 rather than the \$5.00 projected at last month's meeting. It is due to the increase in the CPI at the end of July. At this time, Jack Ernest made the following motion: **"I move to approve the 2011 Dues & Fee Schedule as presented."** Joan Browning seconded the motion and it **was approved 11 – 1**. President Marge Garneau voted against the motion.
- **Appointment of a Capital Improvement Plan Subcommittee** – Recreation Manager, Allison Brown advised that the framework is in place to develop the Capital Improvement Plan, but asked that a subcommittee be appointed to assist in preparing the document. Since Brown did not have specific guidelines and time commitments for the project, Finkelstein asked that this issue be brought back to the committee next month. At that time she will be happy to consider appointing a subcommittee.

- **Risk Management Subcommittee Update** – Subcommittee Chair, Jack Ernest reported that the committee is working on an Emergency Manual that will be distributed to all of the centers and monitor stations. Staff has also developed a Fire Extinguisher location map for all of the centers. Ernest reported that the committee will begin working on an Action Plan at the next meeting scheduled in September. Both President Garneau and Finkelstein thanked Ernest for the work the committee is doing. It was suggested that once the information is available, training should be provided to the monitors as part of their orientation.
- **Project Update** – In John Adderley’s absence, IT Manager, Kim Steinhilb reported on the following projects:
 - 1) **Member Services Center** – Remodeling is being done in the Building Services area at MSC. Staff has begun framing the offices and all of the wiring for communications has been installed.
 - 2) **SRS Fitness Room** - Work is underway and at this time the wall has been removed.
 - 3) **West Center Lapidary Club Addition** – The concrete slab has been poured, but the wall has not been constructed.
 - 4) **Pickleball Courts** – Steinhilb reported that the court tiles are included in the 2011 budget and if the Board approves it, the tiles will be purchased in 2011.
 - 5) **SRS Parking Lot** – A large sink hole is located on the south side of the upper parking lot near the bridge at SRS. Core samples have been taken to determine what may be causing it to collapse.
- **Update the 5-Year Financial Plan** – Woolley asked for a volunteer to assist her in updating the 5-Year Financial Plan. Jack Leary offered to assist another year, but requested that another individual also help. It was suggested that a member of the Risk Management Subcommittee might be willing to assist. Therefore, Woolley will check with that individual and see if they would be willing to help. Once the committee has completed updating the plan, they will review with PFAC.
- **Facility Usage Update** – Steinhilb reported that he should have a report available at the next meeting with recommendations on closing pools earlier than they are currently scheduled and with the cost savings involved with earlier closings.
- **Needs Assessment Survey Presentation Date** – Brown reported that a presentation will be provided to GVR members on Tuesday, September 7th at 10:00 a.m. at the West Center Auditorium. The presentation may take approximately 45 minutes and time will be allocated for questions following the presentation.
- **Member Comments** – None.
- **Update on the Tennis Courts** – President Garneau updated the committee on the cracks that are appearing on the new tennis courts at Desert Hills and West Center. She advised that staff is staying on top of the issue. A representative from Renner was in town last week and he confirmed that the cracks are on the surface painting only and they are not impacting play. The cracks are not a structure issue and staff will continue to monitor their condition.
- **Next Meeting** – The next meeting of the committee will be held on **Wednesday, September 22, 2010 at 10:00 a.m.** in the **Cottonwood Room at Las Campanas**.
- **Adjournment** – The meeting adjourned at 10:30 a.m.

Approved by: _____
 Joyce Finkelstein, Committee Chair

Date: _____