

**Minutes of the
North Mesa Senior Recreation Center Advisory Board
Held at North Mesa Senior Recreation Center
Regular Meeting
1112 N. Mesa
Wednesday, June 14, 2017**

Voting Members Present:

Sally Garner	Chairperson
Jean Loafman	Vice-Chairperson
Vacant Board Position	Board Member
Beth Frederick	Board Member
Helen DeAnda	Board Member
Jigger Skillern	Board Member
Ysidro Molinar	Board Member
Vacant	Board Member

Voting Members Absent:

Board Secretary Absent:

Dina Navarrette	Center Manager
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Others Present:

Tina Swindell	Center Assistant Manager
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1. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF A QUORUM

Roll call of those present was taken at 3:00 p.m. by Sally Garner. It was determined that a quorum was present.

2. CONSIDER APPROVAL OF AGENDA

A motion was made by Jean Loafman and seconded by Jigger Skillern to approve the June 14, 2017 agenda. The vote was as follows:

Yes – Jean Loafman, Beth Frederick, Helen DeAnda, Jigger Skillern, Ysidro Molinar, Sally Garner

No –

3. CONSIDER APPROVAL OF May 10TH MEETING MINUTES

A motion was made by Beth Frederick and seconded by Ysidro Molinar to approve the May 10, 2017 meeting minutes. The vote was as follows:

Yes – Ysidro Molinar, Jigger Skillern, Helen DeAnda, Beth Frederick, Jean Loafman, Sally Garner

No –

4. DISCUSS AND CONSIDER APPROVAL OF FORMS FOR NMSRC

Tina reviewed with the board the various forms that are currently used in the administration of the center, along with the proposed changes. Dina the center manager has proposed the following changes:

- The Mission Statement will be updated with current and manager and board members.
- Policy and Procedures: There was a discrepancy regarding minors visiting and participating in activities. It currently states that minor children are not allowed to participate, but then states that they must be accompanied by an adult on the dance floor. We clarified that minors will not be allowed to participate in any activity, including dances, on the proposed form. The pro-rated amount for membership is currently designed to have members pay \$0.63 per month, or \$1.00 per month for those wishing to pay monthly. We have changed this to say that those who join the center between January and July will pay the full \$7.50, and those who join after July 1st will have a pro-rated amount for the remainder of that year plus entire following year. We removed the monthly rate completely, as we have no way to track those members who pay monthly. Ysidro Molinar asked how we accommodate people who cannot afford the membership. Tina stated that last year during Christmas, the staff of NMSRC agreed to sponsor a few members who we knew had financial hardships in lieu of gifts for each other. We added clarification of using the facility outside of regular hours by special arrangement with the Manager, to include the exception of the fitness room and lapidary; The Manager's office is to remain locked, and the front office is only to be used to arm/disarm the alarm. We also added that guests who come only for non-profit group meetings do not have to become members, unless they participate in other activities at the center. In the past, AARP has lost members due to the fact that they were forced to become members of the center when they only attended the monthly AARP meeting.
- Release of Liability Guests and/or Minor Children: This form was added because our current Policy and Procedures form states that all members and guests must sign a Release of Liability Waiver to participate in activities at the center, yet there wasn't a form for them to sign. Jean Loafman asked about the line dance workshops that invite non-members if they should sign it and Tina said yes, that's what our Policy and Procedures states. They would only have to sign the form once and we would keep it on file. This informs guests of our rules and policies that must be followed while they are guests of the center. It's the exact same verbiage as the one that people sign when they sign-up for membership. Policy for Usage of Center Form: The current form states that the NMSRC Advisory Board has authority in permitting or restricting use of the building; however, this is not feasible to ask the board to approve every activity that happens at the center. There have been issues with groups thinking that since they signed up for a certain day that they can never be asked to change dates or even rooms. The proposed form states, "The Center Management and/or City Administration reserve the right to alter any activity's schedule as deemed necessary".

- **Policy and Procedure for Groups Using Facility Outside of Regularly Scheduled Hours:** We've added fillable parts to the form so that we know the name of the group, date and time requested, tables, chairs, or other set-ups and also a signature line for the chairperson/ leader of the group. We changed the wording to the procedures for opening/closing the to better suit the facility, as well as updating the emergency contacts.
- **Donation Policy:** We completely removed the paragraph for the Coffee and Refreshment Fund Donations since the fund is a responsibility of the Friends of North Mesa. For non-monetary donations we removed the sentence that stated, "Donations should be logged into the book indicating the following: date, donor name, item(s) donated, recipient of item(s) donated and signature of donor and recipient(s)." We do not know of any such log and we simply give a receipt for those donations and add a city tag to put it in our inventory.
- **Trip Registration Form:** The wording was changed from "Trip Name" and "Trip Leader" to "Trip Reason" and "Person in Charge of Trip".
- **Board of Directors:** This has been updated to reflect our current board members.
- The remainders of the forms were changed for aesthetic purposes.

5. UPDATE ON CENTER IMPROVEMENTS AND MAINTENANCE

The ice machine seems to be repaired; we will wait a few days to make sure before using it. Our Facility Maintenance person is out on medical leave, so in the meantime the building is not being cleaned as often because the city has to send others to our facility to clean and they are short staffed as well. We would like our board members to help educate our members when they complain, that they should follow protocol and talk to management rather than calling the mayor if they encounter a problem or have questions regarding the management of the center. Dina had looked into purchasing chair carts, but the cost was very high, so instead she had them made by our city welding personnel for a lot less. These carts easily move and store the chairs when necessary.

6. UPDATE ON NMSRC PAST AND UPCOMING ACTIVITIES AND EVENTS

We are hosting a pool tournament on Tuesday, June 20th. We will introduce a new type of doubles (Scotch Doubles) suggested by Moe Molinar for this event.

7. UPDATE ON INTERIM BUDGET

The final budget comes from Santa Fe end of August or first part of September. In the meantime, we can spend money from our operating budget, but the flooring, since it's a capital outlay, cannot be purchased until the final budget comes in. Ysidro Molinar asked about the urinal in the men's restroom that has been out of order for couple of months. I explained to him that it's been fixed numerous times, so we know there's a more serious underlying problem, and we're waiting until we have some other construction going on in the building to minimize the down-time for our members.

8. ANNOUNCE NEXT MEETING DATE AND TIME

The next board meeting will be held on July 12, 2017 at 3:00 pm.

9. ADJOURNMENT

A motion was made at 3:45 pm by Helen DeAnda and seconded by Jean Loafman to adjourn. The vote was as follows:

Yes – Jean Loafman, Sonny Adcock, Jigger Skillern, Beth Frederick, Helen DeAnda, Sally Garner

No –

Minutes approved on behalf of the North Mesa Senior Recreation Center Advisory Board:

Sally Garner

7-12-2017

Sally Garner, Chairperson

Date