

**South Bay Community Association
Facilities Committee Meeting Minutes
January 9, 2018**

Call to Order – John Sweet.

Members present/absent – Sweet, Dean, Kent, Lemieux and Spagle.

Others present: Mark Torres (arrived at 10:56 a.m.) and Gil Skinner.

Agenda was approved by consensus.

December meeting minutes were approved by consensus.

Communications committee is asking what we would like on the website re Facilities Committee. The committee determined that member names, minutes, meeting dates and times (1st Tuesday prior to the 2nd Friday at 9:30 a.m.) and email address of chair.

There was discussion about charging artists commission for sales of their art from Bay Club. Consensus of committee was there should be no charge.

There was discussion on the usage statistics that preceded discussion on what we might do to increase use of the Club by members to add value to their membership.

	Percent	Number
Auditorium	30%	21
Misc.	3%	2.1
Business	2%	1.4
Mtg Rooms	31%	21.7
Woodshop	1%	.7
Fitness	18%	12.6
Pool	14%	9.8
Totals	100%	

Usage statistics (artificially low, we had the check in system malfunctioning and down for a period during capture).

- Check Ins Per Day Avg. – 70 (not including guests/non-members).
- Check Ins time of day breakdown - Open-5PM: 90%, 5PM – Close: 10%.
- Check In by Day: M-F: 84%, Sat-Sun: 16%

There was discussion about bringing back once a month catered dinners that were previously prepared by members out of the kitchen. There was a suggestion of holding a fitness center open house. A meeting of persons interested in this will be held on Friday, January 12 at 9:00 a.m. in the conference room. A wine tasting event is being explored by Mark that could turn into a regular event and would be run by an outside vendor. There was discussion about conducting a survey of the members to gather data on what additional activities the membership may have an interest in. There was no consensus on how or whether to conduct a survey.

A spin bike has been added to the cardio fitness equipment. Motion Kent/Lemieux to acknowledge receipt of the spin bike from member donors. Passed.

There was discussion regarding the planter at the front entrance. Motion by Spagle/Dean to ask the Garden Club for a recommendation. Passed.

There was a question if the hands free dryer in the men's locker room should be replaced at a cost of \$2,000. Consensus of the committee was that it should not be replaced.

There was a question if additional tap dancing should be allowed on the auditorium floor after it is refinished. The consensus of the committee was to not limit tap dancing but to explore the possibility of a cover for the floor when the activity takes place.

It was noted that the committee is short two members and the computer club and woodshop group members should be given the opportunity to serve.

Manager's Report:

GM office is now in the office behind the Front Desk. The Business office is now in the old GM office, near ARC office. ARC office has been cleaned out and reorganized. A work station has been added for Members to use for general internet browsing and also for records access. GM is still setting up the member computer and it should be ready for use by the end of the month.

Network project is nearly complete. The contractor's portion is 95% completed. The bulk of remaining tasks fall on me (GM) to migrate and organize all the data from every workstation onto the server. Once data migration is completed, GM will be working to initiate a scanning project to digitize all ARC records and move to server for archiving and indexing.

Christmas decorations have been taken down; however we are challenged with where to store them all. We have stored temporarily in many areas but will need to revisit space utilization and the shed soon. We are out of storage space at the Club.

Both locker rooms were completely cleaned and repaired (tile).

Ecolab has been challenged, changing out some of its pool chemical feed equipment. Trying to get it to work right and we have been treating the pool manually while they attempt to resolve barrier to operation. Ecolab will be providing a credit memo for two months of service fees for the inconvenience and disruption (approx... \$1200).

A question was raised about displaying pottery on the fireplace mantles and the consensus was to allow with the manager advising that discretion be used that aesthetically appropriate items be displayed.

Meeting adjourned at 11:04 a.m.

Next meeting February 6, 2018 9:30a