



Union WELL Inc. Board of Directors Meeting
Wednesday, February 12, 2020
Green and Gold Room, 3rd floor, University Union

Minutes

1. **The meeting was called to order at 7:35am by Ethan Shaw, Chairperson**
 - a. Present: Noah Marty, Missy Anapolsky, Ethan Shaw, Kindra Begley, Beth Lesen, Joy Stewart-James, David Rolloff, KaBria Payden, Matthew Leung
 - b. Also Present: Bill Olmsted, Dean Sorensen, Andrew Singletary, Kate Smith, Jill Farrell, Tori Butler, and from ASI Humberto Perez, Mark Montalvo, and Daisy Yopez, and by phone, Kristy Norton from KCOE Isom
2. **Public Comment: None**
3. **Consent Calendar:**
 - a. Approval of Board of Directors Meeting Minutes – November 20, 2019 (**MSP: Anapolsky, Marty**)
 - b. Approval of Executive Committee Meeting Minutes – December 12, 2019 (**MSP: Marty, Begley**)
4. **990 Tax Form Presentation: (MSP: Anapolsky, Marty)**
 - a. Olmsted acknowledges that the tax form draft was not printed since is over seventy pages and only a few will be discussed, but adds that everyone should have received a digital copy. He also acknowledges partners from the ASI Business Office who are in attendance, noting that they work closely with Union WELL Inc. staff to put the presentation together.
 - b. Norton, who is attending via phone call, presents the Union WELL Inc. 990 tax form draft for the 2018-2019 fiscal year, through June 30 2019. Due to the corporation's non-profit status, it is not a tax return but an information return, which provides information on programs and missions accomplished. She begins with Part I which briefly describes the corporation's mission and summarizes activities that occurred as well as revenue and expenses. The corporation had a total revenue of \$12.4 million and expenses totaled \$11.2 million, resulting in a net proceed of approximately \$1.1M. Norton refers to the Statement of Functional Expenses which breaks down total expenses by program service expenses and management expenses, and is often what donors or the community look at since it shows how many dollars go towards the mission and programming compared to general and administrative expenses. The corporation maintains an excellent ratio of 77% toward program expenses. Norton discusses the balance sheet which details various assets and liabilities, and reflects net assets of \$18 million. She states that the organization is strong and healthy financially, and able to carry out its programs and missions in place. Norton then discusses unrelated business income which is revenue related to non-members of the WELL, noting that other groups use the facilities and that income is tracked separately as it is not related to the mission and would be taxable. However, once expenses allocate towards revenue, the result is a small loss of \$226. All of this information ultimately leads to a \$0 tax liability for the corporation for 2018-2019.
 - i. Stewart-James asks how assets will be impacted by the expansion since a portion will be paid for by SHCS. Farrell explains that the buildings themselves are on campuses books. The assets included on the information return are related to equipment and supplies.
 - ii. Montalvo points out that this draft is the federal return. A state return is done as well but the bottom line numbers are the same.

5. **Old Business:**

a. Expansion updates:

- i. Olmsted states that WELL Expansion plans were submitted to the State Fire Marshal's Office on December 23. At that point, the submission went into a bin, and bin time was twenty-seven weeks at that time, which would push the project start date into late June/July. The team is hoping for earlier start due to the timing of projects and has been talking with the contractor about pulling smaller projects out of the major project in order to get started. The team has been meeting with architects and contractors weekly, getting into specifics of the project and developing a logistics plan. The superintendent of the project has started attending the meetings and showing diagrams of where fences and cranes need to go, where to stage dumpsters and trailers. The reality of the impact on the road at certain times is starting to be realized, including potentially the track and the circulation space between the building and the track. The football schedule and individual activities happening at the stadium and track are being considered carefully in order to come up with a plan to accommodate. A diagram will be shared with board members at a future meeting as more details arise in case they are asked questions. Additionally, a plan is being developed to convert the old Peak Adventures space to temporarily house the SHCS Peer Health Educators and Athletic Training programs during construction. The hope is to have the space ready by May and possibly moving them in soon as the semester is over.
- ii. Smith announces that a ground-breaking event is being planned for the WELL expansion project and all members will be invited. The current plan is for it to occur in May, before students leave for the summer. The event will involve a ceremonious breaking of a wall, giveaways, refreshments, and hopefully renderings of the expansion plans.
- iii. Sorensen states that for the Union, some work dragged out as far as retrofitting the fire sprinklers and elevators. McCarthy is still wrapping up projects including retrofitting the freight elevator. Crews are also going back through equipment that has had failures such as HVAC and water heating. Union staff is getting used to the challenges with operating a larger building. Otherwise, feedback has been positive.
- iv. Olmsted adds that the Union's north elevator, which is original to the building, is finally being retrofitted with new interiors and lighting. For years it was considered oldest and slowest elevator on campus, but it moves quick and looks great now.

6. **New Business:**

a. WELL 2020-21 Building Hours: **(MSP: Begley, Payden)**

- i. Smith presents the proposed WELL building hours for 2020-2021. The proposal includes a comparison of the current building hours to the proposed building hours, and outlines regular operating hours for the fall and spring semester, summer hours, adjusted hours, and closures. The summary shows how many total hours open, total adjusted hours, and total days open. Smith notes that there will be one less day open due to this year being a leap year. Adjusted hours include closures related to homecoming and the Causeway Classic football game. Smith points out that the zero hours listed for Causeway Classic is not typo, because the game will not be a home game. She explains that the date stays on the list as place holder to ensure it is considered each year.
- ii. Olmsted adds that there is a possibility of having to close portions of the building for portions of days or full days as part of early construction, which is not reflected in the building hours proposal since it is currently unknown. Closures will be avoided if possible, but they may be necessary to perform work such

as rerouting drain pipes. Olmsted will keep members informed of any impacts on business hours. He acknowledges that closures are crucial for fitness and vital for SHCS, therefore are taken very seriously.

- iii. Smith states that maintenance is struggling to perform work in the facility because of the commitment to being open. Therefore, additional days during the summer when numbers are low may be considered to conduct maintenance and large projects that are currently only done during the winter closure. Also being explored is opening the facility at 5:30am as it was discovered that more check-ins occur between 6-6:30am than 6:30-8am, and sometimes there is a line at the door at 6am.

b. **WELL 2020-21 Membership Rates: (MSP: Anapolsky, Lesen)**

- i. Smith presents the proposed WELL membership rates for 20-21, which includes a comparison against the 19-20 rates. She explains that no rates are being changed due to expansion and the unknown impact that construction will have on membership. After expansion is complete, market research will be conducted and rates will be reevaluated.

1. Stewart-James asks what is the difference between a Day Pass and a Sac State day pass. Smith explains that if a current student/member brings a guest that is a One Card holder they pay the Sac State day pass rate of \$5, and a guest without a One Card is \$10.

c. **Swim Lesson Pricing Proposal: (MSP: Anapolsky, Stewart-James)**

- i. Smith presents the Swim Lesson pricing proposal which includes an overview of program offerings. She notes that program rates have not been evaluated since 2013 yet the cost has increased due to the increase in minimum wage as well as increased parking prices. Patron feedback indicated that group lessons are a barrier due to pricing. Market research was conducted for comparison, which is included in the proposal, and it was found that WELL group lesson rates are on the higher end, whereas private and semi-private were mid-range. Also included in the proposal is a breakdown of program costs including staffing, program supplies, equipment, prizes, etc. The proposal recommends a price decrease for group lessons and an increase for private and semi-private lessons, based on cost and market comparisons.

1. Stewart-James asks if the target audience is faculty and staff, noting that they would not need parking. Smith states that, although the team would like to serve more students, a lot of community members use the program. Stewart-James states that paying parking for community members could be a barrier. Smith explains that subsidized parking is offered as an option, to add convenience and was heavily subsidized. An increase in parking is proposed, but it will still be subsidized.
2. Olmsted asks if program enrollment has remained steady. Smith states that the program has been very successful, especially with a new coordinator with a strong aquatics background now in place.

7. **Reports and Comment**

a. **Board Members**

- i. None

b. **Executive Director: Olmsted**

- i. Olmsted acknowledges the lighter meeting agenda, which is the calm before storm as the team enters the season of year-end projections and budgeting for 20-21. Strategic action items are also being reviewed to determine what is done, what needs to be done, and what needs to move to next year. The budget and long-range plan will be presented at the April meeting. Olmsted reminds the group that Sorensen is retiring, and notes that the Union Director position will be posted in February. Sorensen's last day will be May 1 and the target is to have someone in the position beginning of June. Several staff members attended the AOA Conference where Olmsted took part in a presentation of the process used

for the planning and implantation of the Union expansion project, which was well attended. He received a lot of feedback on the process that was used on construction on campus as well as combining new construction with an older building. Olmsted adds that he just found out that the project is a receiving third award, this one from the Design Build Institute of the Western. He is unsure which award was won, but he will attend the ceremony with representatives of the construction team to receive it.

8. **Information: Activity Reports**

a. **Facilities & IT: Singletary**

i. Singletary refers to the full report included in the packet and mentions highlights. Multiple HVAC projects are planned in the Union, and Singletary is also researching and receiving quotes to replace the older HVAC controls on the older side of the building. Union exterior waterproofing is about half done and should be completed in the spring. The contractor for the south entrance sliding door replacement has been hired through campus, but drawings from the architect are still pending.

1. Olmsted adds that it is a newer architect, a lot of projects are piling up, and they are being somewhat unresponsive. The Union WELL Inc. team is being told they are making the most noise because the issue directly impacts students. The firm now understands that their contract at stake and he received a call that the drawings are being worked on.
2. Anapolsky asks if the doorway is completely down. Singletary explains that the automatic door sensors are no longer working and they cannot be fixed or replaced due to being outdated. The entire entryway needs to be redesigned and brought up to current ADA standards.
3. Begley asks if a project start date has been determined. Singletary says not yet but the hope is that once drawings are in, it will go quickly with the fire marshal.
4. Anapolsky asks if doors are closed. Singletary clarifies that just the automatic sliding door is broken. Olmsted adds that at one point the door was propped open, but that led to bugs in the facility which caused issues with food service.
5. Sorensen notes that more of the same issues are coming because all of the entrances are the same age. Singletary states that those entrances are being evaluated as well.

b. **The WELL: Smith**

i. Smith mentions highlights from the full report that was handed out including the WELL's Instagram reaching 10k followers, which unlocked the "swipe up" feature that provides followers a direct link to sign ups or registration from stories. Mile High Climb is underway; participants have the month of February to climb one mile (132 laps) to earn a t-shirt. Registration is open for the Sac State 5K Fun Run and volunteers are needed on the days leading up to the event as well as race day. Smith announces that the WELL Advisory Group just approved a Walk for Neuro Health program proposal, which involves RPTA students working with participants that have traumatic brain injuries. As for personnel updates, the hiring process for the Intramural Coordinator is in progress and the final candidates will be coming to campus in the next couple weeks. Additionally, the Assistant Director of Intramurals is expecting his second child and will be going out on paternity leave very soon.

c. **University Union: Sorensen**

i. Sorensen mentions highlights such as the implementation of Sharps needle collection containers in the Union's all-gender restrooms after receiving a couple requests, which involved working with SHCS and Environmental Health and Safety.

1. Lesen asks if the needle collection is for insulin injections. Sorensen and Stewart-James confirm, yes.

ii. Sorensen mentions a Foster Youth Job Shadow event that the Union participated in and went very well. He states that they received great feedback from the program organizers, who hope to return. Also, many of the current student staff are graduating and, with the need for more coverage related to expansion, teams are facing challenges in hiring students who are qualified for the open positions. A new position of Ballroom Attendant is being offered, which Sorensen noticed at the ACUI Conference at UNR and thought it was great idea. A silent disco, mocktails and craft night was held and was a big hit with students. Unique is also planning a silent disco outdoor Nooner. One topic not on the report is the ongoing challenge with difficult customers in the building, particularly homeless individuals. Staff tries to guide those individuals towards helpful resources. Lastly, the freight elevator is finally working, and has been operational for at least a week with no issues.

9. **The meeting was adjourned at 8:55am**

Respectfully Submitted:



Authorized Signature

3/11/20

Date