



Union WELL Inc. Board of Directors
Wednesday, February 16, 2022, 7:30am
Zoom Meeting

Minutes

1. The meeting was called to order at 7:33 a.m., by Shubh Kaur, Chairperson

- a. Present: Ed Mills, Shubh Kaur, Yasmin Moran, Missy Anapolsky, Amanda Visger, Rose McAuliffe, Jamie Hoffman, Bill Macriss, Jasmine Lopez, Joy Stewart-James, Lovepreet Kaur, Debbie Bruffett
- b. Also present: Bill Olmsted, Jill Farrell, Andrew Singletary, Kate Smith, Tori Butler, Erica Wood, Amy Jacobsen. From ASI, Mark Montalvo, Humberto Perez, and Elvia Felix. And Kristy Norton from KCOE Isom

2. Public Comment: None

3. Approval of Minutes: (MSP: Bruffett, L. Kaur)

- a. Approval of Board of Directors Meeting Minutes — November 17, 2021

4. 990 Tax Form Presentation (Christy Norton, Principal; KCOE Isom): **(MSP: Mills, Anapolsky)**

- a. Norton presents the Union WELL Inc. 990 tax form for the 2020-2021 fiscal year. The high-level financial statement breaks down revenue, expenses, and income, and includes a comparison to the prior year. Total revenue was \$13.8 million and expenses totaled \$9.1 million, resulting in a net revenue of \$4.7 million. She shares the statement of revenue, noting a small portion of unrelated income and investments, which shows that program service expense dollars are supporting programs in alignment with the organization's mission. Statement of functional expenses breaks down program service expenses, management and general expenses, and reflects that 27% of expenses are primarily administrative. This means that 73% goes towards programs for fulfilling the mission, which is a good percentage. The balance sheet detail reflects total net assets of \$24 million, which indicates a healthy organization. Norton points out that the document is an informational return, not a tax return. She encourages members to read footnotes, which give descriptions and explanations, and tells more of the story than the numbers.

5. Old Business:

- a. WELL Expansion Wrap-up:
 - i. Olmsted is working with the project contractor on cleaning up the remaining items on the long punch list. There are a couple of larger projects that were originally part of expansion's scope of work, but were pulled out and are now being addressed separately. Some of these items are still using project funds but with a different contractor, process, and timelines through Facilities.
 - ii. Smith will continue to work with project architects on pursuing a gold LEED certification on the new construction spaces, as well as new certification for the facility as a whole. The certification applies towards how the building is used, sustainable practices, and materials that were used in the building's construction.
 - iii. Stewart-James states that a couple areas are being worked on, including access control issues and a few minor things in the urgent care area. Stewart-James states the space is wonderful and they are getting many compliments from students and others seeing the facility. During the last week of March, SHCS will be going through accreditation, which includes on-site surveyors. Stewart-James is excited for accreditors to see the new space. Lastly, construction for the dental services space in the lobby should start sometime soon.
- b. Major Project Updates:
 - i. Olmsted shares an image of the landscaping project, which was originally part of expansion but was separated and is being done with a contractor through Facilities Management. The project will use the same plan and same landscape architect that began the process. The space will offer a variety of planters at different levels, pathways, benches, along with accent lighting and general lighting. The team is also pursuing the ability to include raised accessible garden beds to be used for Recreational Therapy programming.

- ii. Smith states there are plans to host horticulture therapy classes, noting that gardening is a very tactile activity that can reduce stress and anxiety. Plans are run through the Recreational Therapy to ensure the space is accessible so that individuals of all abilities can participate. Campus Grounds & Landscape Service will maintain the garden but Recreational Therapy will be responsible for the raised garden beds.
- iii. Olmsted states that the plan to break ground in January was delayed and hasn't started, but he hopes to have progress photos by next meeting.
 - 1. Mills applauds efforts and says that horticulture programming is a great idea and he commends the team for thinking of it, adding that it makes additional use of a great space.
 - 2. Stewart-James agrees it's a terrific idea and suggests that the next step could be having students participate in cooking demos in the Cove with her staff. It would be a wonderful hands-on learning activity.
- iv. Olmsted states that Recreational Therapy has provided great feedback on aspects of the overall expansion project throughout the duration, and has come up with good ideas. He looks forward to getting the program started, and finding opportunities for expansion of the program and collaborations with others.
 - 1. Hoffman states she ran a sensory garden for years, and suggests having sensory experiences. For example, for individuals with visual impairments, having a small area of windchimes or water features to help navigate the area through hearing.
- v. Smith shares pictures of ideas for accessible garden beds, which are designed so an individual could pull a wheelchair right up to the bed.
- vi. Olmsted shares an updated rendering of the outdoor seating of Serna Plaza. The tentative project start is late May with a goal to finish mid-August.
- vii. Singletary met with architects, who are finalizing drawings for the University Union west restroom upgrade, moving into the plan/check phase, and creating construction documents. Plans of the original HVAC system project on the south side of University Union are being studied to prepare a final report that will outline the project timeline and cost. He adds that the HVAC study helps campus meet its carbon neutral initiative. Olmsted met with Facilities to discuss projects in both buildings that dovetail into the campus initiative of being carbon neutral in the near future. At some point, a mandate to convert gas fed equipment to electric will come, so the conversation is starting early to ensure the funds are in place to do the work, which could be extensive.

6. New Business:

- a. WELL Conference Suite Reservations Policy: **(MSP: Anapolsky, L. Kaur)**
 - i. Wood refers to the redlined policy included in the packet and reviews changes, noting some sections only had minor grammatical corrections. Booking Conference Space in the WELL section was updated to reflect current practices. Charges for Use of Scheduled Conference Space now defines student organization policies. Section 3.4 under Other Charges outlines that additional fees will apply if an event requires additional staffing, which is not calculated in the room fee. Sections 5.2 and 5.3 reflect the switch to submitting electronic reservation requests.
- b. WELL Reservations Activity Space Policy: **(MSP: Anapolsky, Visger)**
 - i. Wood discusses changes to the activity space reservation policy, some as minor as font color corrections, adding bullets or hyphens, and grammatical corrections. All-Inclusive Recreation (AIR) was updated to reflect the new department name, Recreational Therapy. Section 4.4 clarifies the requirement to use a WELL staff instructor or a Student Organizations and Leadership-approved instructor in the activity space. Reservation Process section 6.1 now reflects submitting requests for reservations electronically.
- c. WELL Reservations Contract: **(MSP: Anapolsky, Bruffett)**
 - i. Wood explains that reservation contracts apply to both conference suite and activity spaces booked in the WELL. Food, Beverages and Catering was updated to reflect current practices. Parking now reflects the transition to virtual parking permits. The Late Changes section was added to align with the UU Event Services

contract, and allows the ability to bill individuals who make last minute changes, if necessary. Meeting space staffing was updated to reflect a team *member* being included, not the team. Equipment that is no longer offered was removed from AV equipment section. Force majeure was also added to align with the UU contracts, as recommended by University Counsel. Other sections only had grammatical changes or hyphens were added.

d. WELL Fitness Studio Room Rental Proposal: **(MSP: Anapolsky, Moran)**

i. Wood reviews current fitness studio rental rates, which were compared to other fitness studios in the area, and proposes to keep rates the same. With expansion, the WELL added two new group fitness studios, Trinity and Truckee, which are reservable and have been added. If Trinity and Truckee are combined to one large room, the charge for both rooms will apply. A fee is being proposed if groups want to use the studio's sound and/or lighting systems. The charge provides a staff member to operate the sophisticated light and/or sound system, so it's billed at the Event Attendant hourly rate.

1. Mills asks how Trinity and Truckee were chosen for the studio names. Wood explains that all WELL fitness studios are named after rivers in California. Smith adds that the studios are specifically named after rivers which do not duplicate any county names, since buildings on campus are named after California counties.

e. WELL 2022–23 Membership Plan Proposal: **(MSP: Anapolsky, McAuliffe)**

i. Smith presents the 2022-23 WELL membership plan, which includes a comparison to last year's options. She notes that rates are evaluated each year and compared to local competition in Sacramento. This year's proposal is to keep rates the same. Next year the team will evaluate the new amenities being offered and will most likely propose an increase.

7. Reports and Comments

a. Board Members

- i. Kaur announces that scholarship applications are due the first week of March and encourages students to apply. Kaur also states that this is the last week of tabling in the library quad and encourages students to join clubs related to their career field. She adds that she got an internship for her dream job through the club she joined, so they can be very rewarding and there are great networking opportunities.
- ii. Dr. Hoffman, who is currently on sabbatical, will be on maternity leave in the fall and asks if she will need to find a replacement, or how to proceed. Olmsted, congratulates Hoffman and states he typically works with Academic Senate and the seat nomination comes through them.

b. Executive Director/University Union:

i. Olmsted provides an update, beginning with hiring full-time staff. The UU Event Services Coordinator position is in negotiations with a candidate, which he hopes to announce at the next meeting. The UU Director position should be posted early March with hopes of having someone start early summer. The organization has been working on the ability to host hybrid meetings, and is working with IRT on equipment and a more streamlined approach. The Lab Express, which operates in UU, will no longer offer retail services. He explains that, when The Lab started, there weren't as many options on campus but there are more now, so business had dropped off even pre-pandemic. As the Board prepares to review the budget in March and approve in April, Farrell will be offering a training for those who want more information on how the budget is presented, to better understand how revenue comes in and how expenses go out, etc. Members can email Olmsted or Farrell if interested.

c. Facilities and I.T.:

i. Singletary provides updates on ongoing projects including the HVAC project study in UU and chiller motor overhaul at the WELL, noting that work on chiller number two will begin end of summer. One of the original HVAC boilers, which are 11-12 years old, is starting to have issues. Options for replacing it are being explored, keeping the carbon neutral initiative in mind. The team is working with campus Facilities on the lighting control upgrade, to bring older parts of the WELL into the platform that controls new parts. UU elevator cabs

by the Ballroom and by The Store are being updated to match other elevators in the building. A new sports floor has been installed in the MAC at the WELL, offering a better way for repairs than previous floors. The team is also working with campus on the WELL carpeting project in the existing portion of the facility, which is old and worn, and stands out compared to new carpet. Ten-year maintenance is being done on the Gym Box, which will close for a week after finals week to sand down the flooring, which is a long, dusty process. Custodial services are currently out to bid, which occurs every 3-5 years. A decision should be made in April. Tenant improvement study is being done for the ASI Student Engagement and Outreach space to add a produce washing station, mop sink, and break area kitchenette.

- ii. Stewart-James states that a question about composting came up during a presentation by Campus Sustainability, and how they can be worked into break rooms or the Cove, etc. but she's not sure which department that falls under. Singletary confirms it would fall under Facilities and adds notes to his list. He states that the organization already has composting pickup through Atlas for the bins in the University Union, and can easily be incorporated into the WELL by adding composting bins in break rooms.
- d. The WELL:
- i. Smith begins with a personnel update, noting that hiring of a Marketing Coordinator and Assistant Director of Fitness and Wellness are in process. WELL gate entries, which are typically 3,000–4,000 per day, got up to about 2,100–2,200 once classes went majority in-person. This is a big uptick from around 1,000 in January. Active student memberships are at 13,765, which is about 47% of the student population, non-student memberships are at 624, and there are 394 alumni members. Group fitness is offering virtual and in-person classes. Self-defense and Hustle from home are full for Spring, however more Personal Trainers were just hired so there's hope to expand offerings. Intramurals will offer 4-4 volleyball, indoor futsal, outdoor softball, flag football, golf, and a foot golf tournament. Mile High Climb had 64 participants. Climbing is also offering Gym to Crag and First Ascent Mondays. Recreational Therapy is offering semester prep workshops and mindfulness classes. Smith is excited for the NIRSA National Conference at end of March. Some full-time staff are attending and four students received funding to attend through the WELL's professional development support fund program. The Sac State 5k Fun Run has 307 participants registered. Volunteer registration is also open, as around 100 volunteers are needed, not including staff. Smith shares a video of a First Ascent event, where Olmsted climbed 13 crates!

8. The meeting was adjourned at 8:55am

Respectfully Submitted:

Shubhkawanpreet Kaur
Shubhkawanpreet Kaur (Apr 1, 2022 13:20 PDT)

Authorized Signature

Apr 1, 2022

Date