



**Union WELL Inc.**  
**Board of Directors Meeting Minutes**  
**Wednesday, September 13, 2017**  
**Foothill Suite, 3<sup>rd</sup> floor, University Union**

1. **The meeting was called to Order at 7:34 a.m. by Alyssa Trejo, Chairperson**  
Members Present: Alyssa Trejo, Kyle Shallcross, Ana Lopez, Kindra Begley, David Rolloff, Ed Mills, Bill Macriss, Mark Anthony Sohl, Justin Reginato  
Also Present: Bill Olmsted, Jill Farrell, Kate Smith, Dean Sorensen, Andrew Singletary, Tori Butler  
Absent: Kisanet Woldeyohannes, Missy Anapolsky  
Guests: From KCOE Isom, Christy Norton. From ASI, Daisy Yopez, Mark Montalvo and Humberto Perez
2. **Public Comment: None**
3. **Seat Board New Members:**
  - A. Elected student representative: Kyle Shallcross
  - B. ASI Appointee: Ana Lopez
  - C. WELL Advisory Group representative: Mark Anthony Sohl
    - i. Trejo announces new members and welcomes them to the board
4. **Audit Presentation, CPA: KCoe Isom, Christy Norton, Principal**  
Norton presents on the 2016-2017 audit and refers to the booklets that were handed out to everyone
  - A. Norton begins with the "Financial Statements and Supplemental Information with Independent Auditors' Report". She announces that the corporation received clean opinion and unmodified report, which is the highest standard one can get, and notes that this has been the result for the past several years.
    - i. Norton mentions highlights on the Statements of Activities. There was an increase in overall total revenue of over one million, four-hundred thousand dollars. A slight increase in program fees revenue thanks to an increase of programs in both the Union and the WELL.
    - ii. The bottom half of the Statements of Activities summarizes expenses, which increased just over six-hundred thousand dollars for the year. Norton adds that salaries, wages and benefits were impacted by the minimum wage increase, as was the general economy.
    - iii. There was a net increase in income by over two million, three-hundred thousand. Overall, net assets at the end of the year were thirteen million, eight-hundred and twenty-five thousand.
    - iv. The balance sheet reflects thirteen million, eight-hundred thousand dollars in various liquid assets, including LAIF.
    - v. Norton states that the footnotes contain a lot of additional information and encourages members to read them. LAIF investments are described on page thirteen. Related party disclosures are detailed on pages fifteen and sixteen, which include campus activities and partnerships.
    - vi. Norton offers the opportunity for board members to ask questions regarding the audit but there are none.
  - B. Acceptance of 2016-17 Audit: (MSP: Begley, Sohl)
5. **Consent Calendar:**
  - A. Approval of Board of Directors Minutes – April 19, 2017: (MSP: Shallcross, Begley)

- B. Approval of Summer Operating Committee Minutes – July 31, 2017 (MSP: Macriss, Sohl)
- C. Approval of Summer Operating Committee Minutes – September 1, 2017 (MSP: Sohl, Begley)

**6. Old Business:**

**A. Expansion Updates: Information**

- i. Olmsted provides an update on the Union expansion project by showing photos of the progress that has been made since the last meeting. He announces that a “Topping Out Ceremony” is being planned for the third or fourth week of October. Sorensen elaborates on the ceremony and explains that attendees will have an opportunity to sign the last piece of steel before it is put into place.
- ii. Olmsted continues stating that they have been working with the crews that are working on the new Science 2 building ever since parking lot four went offline. Signage has gone up to direct pedestrian traffic and keep them off the street.
  - Mills asks if there has been an impact on traffic through the Union. Sorensen states that traffic has increased significantly over other years. Door counters are logging thirty to forty thousand visits daily compared to about eighteen to twenty thousand.
- iii. Olmsted continues and states that the WELL has been in the process of interviewing design-build teams for the WELL expansion projects. Smith adds that the top four design build teams have been selected. The next step is the Request for Proposal (RFP) and then each group will submit their proposal. The groups will present their proposal at the end of October, and on October 26th the winner will be selected. For those who are new to the group, and as a reminder for returning members, Smith notes that this is a joint funding project with the Student Health and Counseling Services (SHCS). She explains that the Union WELL Inc. fee goes towards the recreation portion of the project and SHCS is funding their own portion.
  - Mills asks what the timeframe is for the WELL expansion. Olmsted states that the plan is to have a contractor in place by end of year and start the schematic process. The project will tentatively go to the board of trustees over the summer. Smith adds that the project would break ground upon approval from the board of trustees, potentially late summer or early fall 2018, with an estimated completion of fall 2019.
- iv. Sorensen adds a reminder regarding the Union fire sprinkler project noting that planning is geared towards minimizing disruption by working in phases. The focus is on minimizing the impact on students. By November, there should be a plan of implementation.

**B. Meeting Dates: Information**

- i. Olmsted refers to insert in packet listing meeting dates.

**7. New Business:**

**A. Union WELL Inc. Bylaws update 2017-18, Resolution 17-01: (MSP: Mills, Shallcross)**

- i. Olmsted states that upon review of the bylaws over the summer, it was determined that some minor updates were necessary. He notes that a redlined version is included in the handout, and then reviewed each of the changes.

**B. Conflict of Interest and Academic Information Release Forms: Information**

- i. Olmsted refers to the loose printouts at each seat. Each member is asked to sign the Conflict of Interest form. In addition, student members are asked to sign an Academic Information Release.

**C. Authorizing Resolution 2017-18, Resolution 17-02: (MSP: Begley, Sohl)**

- i. Olmsted explains the purpose of the Authorizing Resolution and notes that the position titles were updated. List of positions who have authority to perform tasks listed on resolution.

**D. Appointment of Legal Counsel 2017-18, Resolution 17-03: (MSP: Macriss, Shallcross)**

- i. This resolution appoints the Law Offices of Gregory Thatch as legal counsel for the 2017-2018 fiscal year as the Attorney of Record
  - Macriss asks who signs the resolution. Olmsted explains that the Chair will sign upon approval from the board.

**E. Appointment of Auditor 2017-18, Resolution 17-04: (MSP: Begley, Sohl)**

- i. This resolution appoints the CPA firm KCOE Isom as Auditors for the 2017-2018 fiscal year.

**F. Election of Officers 2017-18: (MSP: Sohl, Shallcross)**

Olmsted explains the election process and announces that nominations and self-nominations are being accepted for Vice Chair and Secretary Treasurer. He adds that Vice Chair acts on behalf of Chairperson in their absence, and Secretary Treasurer sits as Chair of the Budget & Finance committee. \*Officers also serve on the Executive Committee

**i. Nomination and election of the Vice Chair\***

- Mills nominates Kindra Begley. Begley accepts the nomination.

**ii. Nomination and election of the Secretary Treasurer\***

Farrell outlines the responsibilities and expectations of the position. Sohl asks if last year's Secretary Treasurer, Woldeyohannes, has expressed interest in continuing her position. Farrell states that she has, but adds that Woldeyohannes understands that her absence from the meeting can affect her nomination. Trejo also confirmed that Woldeyohannes had expressed interest in continuing the position.

- Shallcross nominates Woldeyohannes (MSP: Shallcross, Begley)

**G. Committee and Advisory Group Charges: (MSP: Mills, Begley)**

**i. Olmsted reviews the Committee and Advisory Group Charges and explains that the document, which is included in the handout, outlines the purpose and responsibilities of the committee.**

- Sohl asks if there is any difficulty with finding students to fill At Large or Representative positions. Olmsted answers that it varies from year to year. Smith agrees that it depends on the year. She adds that this is her third year recruiting for the WELL Advisory Group and she has learned to reach out to specific colleagues for help with recruiting. The WELL also publicizes using social media and the WELL website. Sohl states that the Associate Students VP for University Affairs has the opportunity to recruit students at a University-wide level and that they may have a large pool of applicants of interested students. Sohl recommends using them if there is any difficulty with finding students.
- Macriss asks if the committees meet regularly, at the same place each time, and are meetings posted. Smith answers yes, noting that the meetings are scheduled ahead of time and are run similarly to the Board of Directors.

**8. Reports and Comments**

**A. Board Members: None**

**B. Executive Director: Olmsted**

- Olmsted begins by acknowledging the work of the Union WELL Inc. staff all summer long, stating that there have been challenges but staff has done a good job of balancing and not burning people out. There was a retreat in May where staff took some time to focus on "self" knowing there was a busy summer ahead. A counselor from Student Health and Counseling Services came out and led the group on mindfulness exercises. The staff overwhelmingly enjoyed it, based on survey results.
- As of the latter part of spring semester, the corporation is almost at full staff, but is in the process of replacing an Accounting Technician.
- Olmsted refers back to Macriss' question regarding committee and group meeting schedules and states that he is working on cleaning up the visibility of corporate documents and the corporate website.
- Lastly, Olmsted states that he has not arranged for a formal tour of the construction site, but he can. If anyone is interested, he or Sorensen can also provide a personal tour since schedules can be difficult to coordinate.

**9. Information: Activity Reports**

**A. The WELL: Smith**

- Smith points out that a full report was handed out and proceeds to mention highlights. The total number of WELL members is currently 23,795. Of that, 96% are students with 22,997 student members, which is the highest membership activation rate so far.
- Smith thanked the members from last year, as they had discussed and approved pivotal changes on

membership types and rates. Over the summer, there were 1,230 non-enrolled student members, which is a 27% increase over the previous summer. The WELL also broke two other records, (1) surpassing the previous record of highest attendance days two days in a row with over 4,000 check-ins, and (2) the highest number of check-ins in a week with 16,106 on the first week of school.


- iii. The WELL successfully launched the MindBody program and Smith asked for any feedback from the group. Begley states she has used it and it is a very smooth process. She mentions the features that she enjoys and states that it's very efficient. Olmsted explains that group fitness being free increased participation, so MindBody was put in place as a tool to manage participation. Smith states that it was a big change, but so far it has gone great and we are receiving positive feedback. There were 995 total participants during the first week.
- iv. WELLcome Back is coming up, September 22nd from 1-5pm. Smith points out that there is a flyer at each seat along with the Campus Recreation brochure.
- v. This year marks the 65th anniversary of Intramurals on campus. Staff has been working on this since last year. They dug through records in the library and found that the first softball game started intramurals on campus on October 31, 1952. There is a softball game scheduled on October 31<sup>st</sup> to celebrate.

**B. University Union: Sorensen**

- i. Sorensen refers to the full report in the handout and mentions highlights. He begins by stating that the Union is experiencing increased traffic, which is interesting considering there is less "building" in place.
- ii. The Union's open house, Phlagleblast, was held last week. There was a little less participation as far as completing game cards. This year was designed a little differently in that some programs were not stationed in their offices since some are not located in the Union at this time.
- iii. Two new water bottle filling stations have been installed in the Union as well as new charging lockers that were added on the second floor in addition to charging stations.
  - Mills asks how long people leave their belongings in the lockers. Sorensen answers that people want their stuff back, so not very long. He added that the wall-mount chargers resulted in people sticking around and hovering over their device, so the lockers are more convenient for walking away. Sorensen notes that they may install more in the future.
- iv. The IRT Laptop Loan Program is operating out of the Terminal Lounge and has expanded in quantity and variety as far as offerings.
- v. Added an RT Trip Planning station next to the Union Info Desk.
- vi. The South Walkway Replacement Project is completed. The walkway lost a tree, but now the walkway is flat and is no longer a trip hazard. The project exposed a manhole and a solution for covering it is in the works.
  - Mills asks if there are any plans for putting up a banner. Olmsted states that it will be addressed this fall. Sorensen adds that he would like there to be a sign at each entrance, and now there is a spot at the south entrance.

**10. The meeting was adjourned at 8:57am**

Respectfully submitted:

  
\_\_\_\_\_  
Authorized Signature

11/03/2017  
\_\_\_\_\_  
Date