The following individuals attended the meeting:
Ray Celeste, Chair
Teri Vickery, Member
Richard Shea, Member
Michael Henry, Recording Secretary
Donna Kenley, Board Liaison
Rich Mandley, ProFIT President
PsyniiGianni Scott, ProFIT Fitness Center Manager/Activities Director
Deirdre Baldino, Assistant Community Manager

The following individuals were absent:
Dick Meyer, Vice Chair
Erik Albers, Community Pool Service Regional Manager

1. The Facilities Committee meeting was called to order by Ray Celeste at 7:10 pm.

2. The agenda was approved unanimously via a motion from Michael Henry and seconded by Richard Shea.

3. No one attended the Residents’ Open Forum.

4. The previous meeting minutes were approved with no change unanimously via a motion from Teri Vickery and seconded by Richard Shea.

5. Community Pool Service issues:
   a. The Community Pool Service representative was not present. Discussion of future pool renovations was tabled until next meeting.

6. Board Update:
   a. The Board of Directors approved a motion from the CCFC to accept a proposal from Palmer Brothers Painting and General Contracting, Inc. to repair the community center showers at a total cost of $17,000.

7. CMC Management report:
   a. Ray Celeste will send out proposed language for the snack bar vendor Request for Proposal (RFP) to all CCFC members (excluding Michael Henry as he intends to submit a proposal) for review and comment. Then the language will be sent to management to write and send out RFP.
b. The installation of a window safety bar in the fitness center has been completed.

c. Palmer Brothers are currently acquiring the materials necessary to complete the shower repairs. Once they have obtained the materials, repair work can begin, which is estimated to take two weeks.

8. ProFIT Report:

   a. ProFIT reported that fitness center attendance for the month of December was 3,052, or a daily average of 98 per day. This is a dramatic drop from November's total attendance of 5,141. The holiday season was most likely the largest contributor to this drop. Ray Celeste asked ProFIT to check to see if the computer check-in system was functioning properly.

   b. Despite the drop in total attendance, the number of people using the Fitness Center Director during floor hours remained steady. The free classes offered by ProFIT saw an increase in average attendance.

   c. ProFIT has schedule a martial arts and self-defense workshop for January 26th.

   d. ProFIT is currently working to improve communications with Cameron Station residents. ProFIT will focus on consistent e-mail blasts and increased signage.

   e. ProFIT has researched a request by a community resident to provide child care or “mommy and me” style fitness classes. Based on ProFIT's findings, the CCFC has determined that child care in the fitness center is not feasible based on insurance requirements and regulations. ProFIT will send out a questionnaire to gauge actual interest in a “mommy and me” style of fitness class.

   f. ProFIT and the CCFC have finalized the 2017 Capital Equipment Upgrade proposal:

      **Motion to the Board of Directors:** “Accept Professional Fitness Management, LLC's (ProFIT) proposal to purchase a total of seven new machines as detailed in the attachment at a total cost of $28,842 after trade in of the old equipment.”

   g. The CCFC has asked the Washington DC location of the Trapeze School of New York (TSNY) if they can recommend a structural engineer to help with the feasibility of rig points in the multi-use room.

9. Old Business:

   a. No old business was discussed.
10. New Business:

   a. No new business was discussed.

11. The meeting was adjourned at 9:02 pm. Teri Vickery made the motion, Richard Shea seconded and it passed unanimously.