MINUTES
CAMERON CLUB FACILITIES COMMITTEE (CCFC) MEETING
THURSDAY, SEPTEMBER 13, 2018

The following individuals attended the meeting:
Ray Celeste, Chair
Dick Shea, Vice Chair
Brendan Hanlon, Member
Susana Carrillo, Member
Dan Ogg, Recording Secretary
Jon Dellaria, Board Representative
Deirdre Baldino, CMC Assistant Manager
Rich Mandley, ProFIT President
PsyniiGianni Scott, ProFIT Fitness Center Manager/Activities Director

Absent: Orlando Lebert, Cameron Station Pool Manager

1. The Facilities Committee meeting was called to order by Ray Celeste at 7:13 p.m.

2. The agenda was approved by a motion by Brendan Hanlon and seconded by Dick Shea. The motion passed unanimously.

3. No one attended the residents’ open forum.

4. The August meeting minutes were approved by a motion by Dick Shea and seconded by Brendan Hanlon. The motion passed unanimously.

5. Pool Update:

   a) Ray Celeste identified small maintenance items, including painting the gate and fence at the wading pool, replacing the trash cans, and checking the lights in the side walls in the pool.

   b) Dick Shea made a motion to authorize CMC Management to procure up to 12 replacement trash cans for the pool area at a cost not to exceed $1000, from GL 6710. GL 6710 had $2712.77 at the end of July and will have $1712.77 remaining. Dan Ogg seconded the motion and it passed unanimously.

   c) Susana Carrillo will assess the results of the pool survey and will report to the committee during the October committee meeting.

6. BOD’s Update:

   a) Ray Celeste noted an issue with an unaccompanied guest in the gym. It was reiterated that the rules regarding guests must be enforced as established.
7. CMC Management report.
   
a) The updated FY 2018 Budget was provided.

b) The committee discussed approaches for updating the music system in the gym.

c) CMC Management still owes the committee two new estimates for painting the cornices on the building.

d) The committee discussed the fiscal year 2018 budget expenditures and the fiscal year 2019 budget request. It is the sense of the committee that there are no line items in the budget for which the funding can be reduced. The committee notes that the annual usage of the Cameron Club Facilities is more than 80,000 visits. The per capita cost of running the Cameron Club Facilities is very low, approximately $3.60 per visit. The Committee also notes that out of the $290,811.48 requested for the fiscal year 2019 budget, $228,811.00 is applied to the pool and health club management contracts.

e) The replacement of the basketball court floor was discussed. A draft Request for Proposal (RFP) will be drafted by CMC Management with input from ProFIT. The CCFC will review this draft at its next meeting and finalize it.

8. ProFIT Report:
   
a) Psy Scott provided the ProFIT monthly report. Attendance in August was 9,872 (318 per day), compared to July’s attendance of 11,028 (356 per day).

b) Psy Scott provided information on two types of weight scales, with prices in the $200 - $300 range, each.

c) Ray Celeste made a motion to direct CMC Management to purchase two scales (Adams Equipment, model MDW-200B), one for each locker room, for a cost of not greater than $500, from GL 9934, (as of July 2018, GL 9934 had $3431.60 remaining, which will leave $2931.60). Dick Shea seconded the motion, and it passed unanimously.

d) Brendon Hanlon noted that the power cables for the treadmills are exposed on the gym floor and present a tripping hazard.

e) Brendan Hanlon made a motion to direct CMC Management to purchase power cord covers for the treadmill power cords, not to exceed $300, from line item CL 9934. Counting the expenditure from 8.c) above, GL 9934 has $2931.60 available, and will have $2631.60 remaining. Dick Shea seconded the motion and it passed unanimously.

f) The committee asked about the gym equipment maintenance contract and noted that the turnaround times for equipment repair can be long. The committee requested to
see a copy of the gym equipment preventative maintenance contract. ProFIT committed to provide the contract early in the week of September 17.

g) Brendan Hanlon offered three recommendations to improve the effectiveness and efficiency of the operation of the committee as it applies to the repair and replacement of gym equipment. In summary, the three recommendations are to 1) raise the budget authority of the Committee (to approve expenditures without prior Board approval) from $1500 to $4000, 2) conduct some Committee business by email between formal meetings, and 3) amend the gym and pool management contracts to add “service level agreements” to improve contractor performance.

h) Ray Celeste made a motion to request that the Board approve raising the CCFC budget authority from $1500.00 to $4000.00 for budgeted line items in the Cameron Club Facilities Committee operating budget. Brendan Hanlon seconded the motion and it passed unanimously.

9. Old business: None.

10. New Business: One of Brendan Hanlon’s recommendations was to improve the timeliness of CCFC actions. The committee members agreed to conduct some committee business by email in between monthly meetings. Any actions conducted between meetings will be added to the meeting minutes for the next meeting.

The recommendation to add Service Level Agreements (SLAs) to the gym and pool management contracts was discussed but was tabled until the next Committee meeting.

11. Adjournment: Brenan Hanlon made a motion to adjourn the meeting. Dick Shea seconded the motion, the motion passed, and the meeting was adjourned at 9:32 p.m.