

Present: Mike Eykyn, Ron Bailey, Anthony Gibbs, Chris Burgess, Eric Jackson

Absent (excused): None

- I. **Call to Order:** Mr. Eykyn called the meeting to order at 7:00PM.
- II. **Invocation and Pledge of Allegiance to the Flag:** Mr. Gibbs gave the invocation and led the Commission in the pledge of allegiance.
- III. **Public Comment:** Madi Brenengen, our new Assistant Recreation Coordinator, was introduced to the commission.
- IV. **Approval of the Minutes:** Mr. Gibbs made a motion to approve the minutes of September 28, 2023. Mr. Burgess seconded the motion. The motion passed unanimously.
- V. **New Business:** Ms. Klugman presented an update to the Vacation Leave Policy. The proposed changes will bring the policy in line with what our software actually does. Mr. Burgess made a motion to approve the updated policy, Mr. Gibbs seconded the motion. The motion passed unanimously.
- VI. **Financial Reports:** Mr. Burgess made a motion to approve the September 2023 and October 2023 Financial Reports. Mr. Gibbs seconded the motion. The motion passed unanimously.
- VI. **Executive Director's Report:** We had our annual retreat in November. We will be starting a 10 year Strategic Plan.
- VII. **Department Reports:**
 - A. HR / Finance: We have two positions currently posted including maintenance positions. We have restructured the department pay scale in order to allow for a higher starting pay. This has increased the number of applications tremendously.
 - B. Recreation Report: Ms. Collins-Gray noted that we are in the middle of our holiday programs. The December Parent's Night Out with the Grinch was Saturday, Tree Lighting was tonight and the annual holiday party will be Saturday.
 - C. Operations Report: Mr. Stefan reported that he has wrapped up Team Sponsorships for Basketball with both team and banner sponsors. We have increased both by about five.

D. Family Fitness Plus Report: Mr. Burke noted that the Organizer has had some issues so Trane has been on site making needed adjustments and repairs. The goal is to iron out the issues with humidity and the temperature. We have received and installed the new ADA compliant stairs for the pool. Mr. Burke reminded us that the Fitness Director is out on FMLA leave but has been released for virtual duty on a limited basis. Mr. Burke disclosed that a member reported that a male member in the men's sauna was exposing himself to others; we are taking steps to prevent this situation from happening.

VIII. Department Proposals: Mr. Burke outlined the membership promotion for the Fitness Center. The promotion will include a Free Month Membership for the month of December at Family Fitness Center. This helped with January membership sales last year. Additionally, Mr. Burke is allowing each full time teammate at FFP to use up to \$500 for Marketing and Advertising of the January Promotion instead of the mailers like we have done in the past. It will be incentivised and Mr. Burke will report on the success of the marketing plan in the coming months.

IX. Unfinished Business:

- A. Forest Lakes Greenbelt Project: No update
- B. Forest Acres Improvement: It was noted that Mr. Jonas was able to work with the City's contractor and hee ditch between the tennis courts and the maintenance driveway are now piped in. This will give us some additional land to use for trucks and machines.

X. Adjournment: The Commission voted unanimously to adjourn the meeting at 7:57pm.