

Kewaunee Health and Fitness, Inc.
A Wisconsin not-for-profit corporation

Minutes

A meeting of the Board of Directors of Kewaunee Health and Fitness, Inc. was held on October 5, 2016 at the offices of the company. The meeting was called to order at approximately 5:10 p.m. Director A. Schiller was absent and a quorum was present.

The directors considered donation requests from Lakeshore Community Center (for the Lakehaven Hall Halloween event) and Live Algoma (for a research project undertaken by two UWGB students). After some discussion, the directors agreed to provide donations for community organizations and events focused on health and wellness. Donations will take the form of short-term single memberships (3 or 6 months) or day passes. Director Stephanie Shikoski agreed to follow up regarding the Live Algoma request, and provide up to 8 day passes. The Lakeshore Community Center request does not fit the health and wellness criteria, so was rejected.

The resignation of director Doug Busch was accepted, with thanks for his service. KHFI member Dale Patterson has agreed to lead the building & grounds committee.

The directors developed guidelines for community usage/meetings at KHFI facility, including:

- Must be during normal staffed hours
- Usage limited to designated conference room(s), does not include usage of the fitness facilities
- Group members are responsible for cleaning up the room after the meeting
- Priority will be given to groups related to health and wellness and/or for overall community benefit
- No fee will be charged for such usage

An application form will be developed by directors Sarah and Art Schiller, to be completed by any groups wishing to use the facility.

Director Stephanie Shikoski presented the manager's report for the preceding month. Ms. Shikoski led a discussion regarding volunteers to assist with staffing the front desk. It was agreed that such volunteers can provide general information and take new member application information, but will not be responsible for using the Gym Insight system to set up new members. Volunteer staffing may be used to extend staffed hours on Fridays, Saturdays, and Sundays. Ms. Shikoski also indicated that KHFI member Jackie Yon has obtained the donations of chairs from the Kewaunee School District (previously used at Hillcrest School). She also led a discussion of the existing vending machine. Directors agreed to have the vending machine removed and replace it with a small refrigerator stocked with water, to be sold on an honor system. Ms. Shikoski will follow up to obtain additional information about the vending machine and how/when it can be removed.

Follow-up discussion was held regarding needs/plans for the October 14 Senior Resources Fair and the October 15 Open House.

The directors considered matters relative to building and grounds, and unanimously approved the purchase of a new treadmill, weight benches, and dumbbells in the amount of \$5,073.07. The directors also discussed the purchase of a new rowing machine in the amount of up to \$1,500, for which a matching donation is expected. Pool and hot tub manager Marti Patterson reported that it may be possible to retrofit the existing dehumidification system for a cost of approximately \$50,000.

Director Margo Mastalir reported that KHFI has been approved for the UnitedHealthcare Fitness Reimbursement Program, and is in the process of being approved for the ASH Silver&Fit program. Front desk staff will be trained on both these programs after the Silver&Fit application is approved.

Director Sarah Schiller reviewed marketing updates, including the new website at www.kewauneefitness.org. An email marketing program is also under development. KHFI John Rieben, a graphics designer, provided four potential new logos. Directors selected one, which will be incorporated into the website and written materials going forward:



The directors agree to meet again on November 2, 2016 at 5:30 p.m. at the offices of the company.

There being no further business the meeting was adjourned by unanimous consent at approximately 7:25 p.m., CDT.

Respectfully submitted,

Sarah M. Schiller