

Community Center Committee Minutes

July 21, 2020 Google Meet

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE COMMUNITY CENTER COMMITTEE

Present: Kinga Walsh, Nancy Doniger, Doria Linnetz, Fred Taylor, Eleanor Cruwys-Hayes, Cheyanne Wirtz, Kevin Byrne, Olivia Deschenes, Bill Manfredonia

Also Present: Matt Ariniello

Absent: Filippo Formica, Jeff Tousignant

Meeting was called to order at 6:35 pm

There was no public.

Ms Doniger moved to accept the minutes from June 2020 meeting. 2nd by Ms Wirtz and approved.

Directors Report and Financials – summary documents attached

Mr Ariniello reviewed financials through June 30th, 2020. There was approximately \$210,000 shortfall due to the three month shut down due to COVID. We received reimbursement of \$75,000 for monies paid out during construction. More will be reimbursed once the settlement is finalized.

Memberships have been reactivated at the prorated amount for this first draft and will resume regular amounts on the normal draft date(sign up date). Annual memberships were extended for three months. Reminders will go out in September for the annual memberships.

Camps and programs which were paid in 19-20 year were issued credits so the expenses for these activities will occur in the 20-21 year.

Several swim facilities are not reopening. We were able to gain four new instructors from them. We have also had a lot of calls for swimming lessons due to the closures.

Due to regulations Kid Care will not be opening yet.

Discussion on Rental agreement COVID regulations. Copy attached.

Discussion on videographer. Mr Ariniello discussed a video being produced to explain the precautions and regulations which need to be followed regarding COVID. Mr Ariniello would write the commentary regarding coming back and what to expect as well as the new rules and guidelines. The cost of the videographer is \$1200.

Ms Wirtz moved to approve the videographer and Mr O'Byrne 2nd the motion. Approved

The main desk staff will be making member engagement calls. They will answer questions and explain the reservation process.

Anniversary events – There will be a photo collage of the past year in the lobby and on social media. There will be a donated staff appreciation lunch. Hopefully events will take place the first week of August. Virtual programs will be continuing. A virtual open house will be held in the fall.

HVAC system air filtration ventilation meets the governor's guidelines. There was a discussion on the UV light process. Mr Ariniello will be looking into the benefits of use at the center.

Newtown Rotary Club will be meeting at the Community Center.

A donation of \$2500 from Fairfield County Relief for summer scholarships was received.

Ms Doniger moved to adjourn at 8:01 2nd by Ms Wirtz. approved

Respectfully submitted, LeReine Frampton, clerk

Directors Report

July 21st 2020

I would like to thank those who came and helped landscape the back space prior to our reopening. It looks beautiful out there and we were able to host our first outdoor event last Monday evening.

Since we last met, we have opened our doors and been seeing steady traffic. We have been working through the reservation system with our members. The Welcome Desk staff have been adapting well with providing IT support for those wishing to register. Early in the reopening process we were seeing waitlists for lap swim, and have made adjustments (adjusted lap lane to 45 minutes and added more staff) to accommodate more lap swimmers daily.

Most of our one year warranties are coming to a close and we have begun solidifying maintenance plans and inspections for most building mechanicals. We are still working with public works and the solar group on completing the project for the center.

In partnership with Parks and Recreation the All Access Pass was well received with 66 membership units participating. This All Access Pass gives residents the opportunity especially this summer to enjoy all the waterfronts our community offers.

We are very appreciative of the donation of a pace clock from Dr. Chuck Herrick. Lap swimmers have been especially grateful. The clock is Bluetooth enabled and we will be sending communication to members on how to sync their cellular devices and or apple watches.

Program Update- Our first three camps were well received and averaged between 8-10 kids. We have a total of 145 kids registered in this year's summer programs. Next week begins the Race for Chase Youth Triathlon Summer Program, with the finale being Saturday, August 8th at Fairfield Hills. All are welcome to attend this inaugural event. Health and Wellness classes began last week with numbers increasing this week. We are limiting participants to 10 for indoor classes. Some classes are being held outdoors to assist with capacity and social distancing. Swim Lessons begin this week with 95 participants enrolled. We have put some stringent protocols into place regarding COVID 19. Please see the attached document for more information. We have gently introduced Water Aerobics with ten participants per class. Classes are full daily and we will continue to monitor them. We have begun selling water aerobics equipment for participants to use in the programs. We are currently not using any equipment to reduce touchpoints and transmission of the virus. At this time, I do not have a reopening date of Kids Kove our childcare service. Due to capacity restrictions and OEC requirements I felt we are not able to run this program at this time and will reevaluate in mid-august.

All Access Pass- 66 Families & Individuals took advantage of the promotion to access all of our waterfronts this summer. A discount was issued as an incentive to continue your Community Center membership.

Membership breakdown

New Memberships since March 2020- 76

Holds until August- 15 units

Holds until September- 69 units

Holds until October- 29 units

Holds until November- 12 units

125 Memberships on Hold

Cancellations- 126

90- COVID- 19 Related

11- Relocation

9- Insufficient Usage

7- Schedule Conflict

12- Seasonal

With the housing boom due to COVID-19, I have been reaching out to local agents to promote the center to new clients. I am continuing to work on this initiative.

The travel quarantine has been communicated to both members and staff. We currently have 3 staff members out quarantining due to out of state travel. We have received approval from the First Selectman's office to begin renting space out following the governor's order. I have created a Renters requirement document for parties to complete and comply to. Please see the attached document for review.

We cannot believe our one year anniversary is approaching! We are trying to plan creative social media campaigns and small events/programs in the building.

Our next Community outreach project will be a Fill a Back Pack campaign to assist those in our community. We are looking at beginning this project the first week in August pending the schools decision. This would support social services, school counselors and other service agencies in town. More information to follow shortly!

Newtown Community Center - Special Revenue Fund

From Inception to June 30, 2020

Beginning Fund Balance - 7/1/2018

\$ (6,986.00)

Revenues:

**Fiscal Year 2018-
2019**

**Jul thru Dec
2019**

Jan-20

Feb-20

Federal Grants

-

-

-

-

State Grants

-

-

-

-

Rental Income

-

13,653

3,956

1,975

Other Grants

12,000

10,000

-

-

Charges for Programs

1,300

23,124

9,063

13,379

Charges for Aquatic Programs

12,739

80,023

11,280

30,347

Membership Fees

8,842

229,406

42,745

48,196

Interest on Investments

11,150

-

-

-

Misc. Revenue/Spec. Events

-

-

-

-

Income-Community Café

-

7,126

1,337

1,751

Donations

43,220

29,827

575

-

Donations-GE

1,000,000

1,000,000

-

-

Scholarships

-

-

-

-

Transfers In

-

-

-

-

Revenues Total

1,089,251

1,393,159

68,957

95,648

Expenditures:

**Approved
Budget**

**Fiscal Year 2018-
2019**

**Jul thru Dec
2019**

Jan-20

Feb-20

Salaries & Wages - Full time

176,000

101,660

104,753

16,308

16,308

Salaries & Wages - Part Time

286,000

4,342

91,137

13,877

14,716

Group Insurance

65,628

1,263

61,127

209

223

Social Security Contributions

35,343

8,019

14,716

2,275

2,339

Retirement Contributions

15,000

4,955

4,841

793

791

Fees & Professional Services

30,000

10,464

1,043

749

155

Marketing

15,000

22,338

17,476

102

2,841

Water/Sewers

20,000

-

14,591

-

7,742

Repair & Maintenance Srvs

25,000

-

4,323

817

800

Contractual Srvs

33,000

-

22,027

1,198

7,525

Copier Leasing

-

-

-

-

Dues, Travel & Education

6,500

623

440

89

1,399

General Supplies

18,000

9,576

4,418

335

448

Office Supplies

6,500

1,557

2,865

1,330

1,264

Program/Recreation Supplies

20,000

2,101

6,382

464

762

Pool Supplies

15,000

153

6,355

358

1,970

Community Events

4,000

248

2,541

102

-

Energy-Natural Gas

45,000

-

31,467

9,668

9,247

Energy-Electric

45,000

-

54,602

10,209

10,144

ESTIMATE

Mar-20	Apr-20	May-20	Jun-20	2019-20 YTD
-	-	-	-	-
-	-	-	-	-
1,582	(11)	-	225	21,379
-	-	-	-	10,000
7,053	211	-	11,720	64,550
4,523	(109)	-	(36)	126,028
24,121	195	-	21,861	366,524
-	-	-	21,153	21,153
-	-	-	-	-
1,181	10	-	-	11,405
-	3,270	125	510	34,307
-	-	-	-	1,000,000
-	-	-	-	-
-	-	-	75,000	75,000

38,459	3,566	125	130,433	1,730,347
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Mar-20	Apr-20	May-20	Jun-20	2019-20 YTD
16,308	16,308	24,463	16,308	210,757
16,342	2,540	1,155	2,005	141,771
223	223	223	223	62,449
2,458	1,408	1,909	1,367	26,473
783	758	1,099	745	9,810
130	-	-	1,300	3,377
149	41	-	225	20,834
-	-	8,910	-	31,243
14,330	930	1,961	951	24,112
7,193	2,840	374	2,065	43,223
-	3,769	-	319	4,088
-	120	6	499	2,552
516	352	878	5,382	12,329
1,142	33	29	1,481	8,144
1,252	411	-	-	9,271
2,015	931	133	2,381	14,143
162	-	131	129	3,064
8,092	7,565	4,723	12,311	66,039
8,261	7,927	7,622	9,418	108,183

Community Café	-	1,916	8,776	834	4,081
Equipment	13,000	-	-	-	-
Capital	15,000	(470)	191,001	-	-
Credit Card Fees			7,693	1,804	-
Expenditures Total	888,971	168,745	652,573	61,520	82,754
Revenues over Expenditures		920,506	740,586	7,436	12,893
Ending Fund Balance		913,520	1,654,106	1,661,542	1,674,436

152	306	-	708	14,857
-	41	-	7,500	7,541
14,475	261	351	17,678	223,766
4,756	764	-	139	15,156
98,739	47,528	53,967	83,134	1,063,182
(60,280)	(43,962)	(53,842)	47,299	667,165
1,614,156	1,570,194	1,516,352	1,563,652	1,563,652

Renter Requirements Related to COVID-19 Health Regulations

To promote the health and safety of your guests, our staff, and other users of this space, we require that you follow the guidelines below when renting space at The Newtown Community Center. We reserve the right to shutter your event or refuse rental services if the following guidelines are not followed.

1. All events or activities in the building must have an assigned overseer to ensure that COVID-19 guidelines are followed. The person renting the space will be considered the overseer and will be responsible for making sure that their guests follow these regulations. The renter will also be the signer of this document.
2. All building renters must wear a mask indoors at all times.
3. All renters must have their guests sign, date and provide a phone number on the attached attendance log sheet so that guests can be contacted if necessary.
4. All renters must maintain social distancing of 6 feet from others while participating in events, unless they are members of the same household. If they are members of the same household, they can be together, but must remain 6 feet from other guests who are not members of the same household.
5. All capacity limits as required by local authorities must be followed. At the signing of this document the capacity limits for your space will be followed according to the Governors order.
6. Users of outdoor space are encouraged to bring and wear a mask, unless they are six feet from others who are outdoors. You must wear a mask if you need to enter the building to use the restroom or if you must walk through another group to reach another space. Therefore, you should always have a mask with you.
7. All guests attending the event will be required to have wellness checks taken by the Welcome Desk upon entering the event.

The Newtown Community Center reserves the right to cancel your event if the directive from local and state health officials change or if the event is deemed unsafe and participants are not following state guidelines in regards to capacity or social distancing

Your Name: _____ Date: _____

Renters Signature: _____

Newtown Community Center Event Attendance Log

Event/Room _____

Date _____

Renter: _____

Name

Phone or Email

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

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22. _____

23. _____

24. _____

25. _____
