

SAN MATEO ATHLETIC CLUB

BOARD UPDATE


SEPTEMBER 9, 2021

INTRODUCTIONS AND OVERVIEW

Board Direction - May 12, 2021

- Transition to an in-house operation for the San Mateo Athletic Club no later than 1/1/22
- Design the model so that it operates at break-even at a minimum
- Consider model design elements for the eventual operation of the site at Cañada College

Board Action - June 9, 2021

- Formally cancel RFP
 - Begin process to design and implement a new model
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TRANSITION PROCESS

KEY GOALS

- Create a student-first/college-first collaborative operating model that also serves broad community needs.
- Provide as seamless a transition as possible for current members.
- Design and staff an in-house organization that is sized to expected demand.
- Develop an economic model to ensure that the operation can break-even at a minimum.
- Leverage the operating model for the benefit of College programs, including workforce development.

PRELIMINARY ACTIONS

- Mr. Dilley hired as an independent contractor to manage the overall transition process.
- Mr. Scholler hired as an independent contractor with expertise in fitness club operations and management.

WORK COMPLETED TO DATE

- Director of Community Fitness Position established and staffed.
- Draft transition plan completed
- Information requests made/current operator has responded
- Analysis of short-term and long-term staffing needs completed
- First draft of an organization chart completed
- First draft of position descriptions completed
- Preliminary pro-forma completed for the first year of operations.

NEXT STEPS

- Begin work with current operator to execute transition plan. Outreach to current SMAC employees in collaboration with current operator.
- Finalize position descriptions with HR; consult with collective bargaining units.
- Develop a detailed staffing plan for the first six months of operation.
- Secure Board approval for new positions; commence hiring process
- Consider re-branding from a “Club” to Health and Wellness
- Continued outreach/information sessions for current members
- Identify other overhead needs including insurance, IT support, HR and accounting support, increased custodial costs.
- Finalize pro-forma for first year of operations