

RIVER VALLEY SENIOR CENTER
REGULAR BOARD OF DIRECTOR'S MEETING MINUTES
THURSDAY, APRIL 20, 2023

President, Sue Polishuk, called the meeting to order at 10:00 am. Present: Sue Polishuk, Dorothy Palen, Peggy Wagner, Elna Rogers, Sharon Phillips, Karie Mansfield, Barb Wojtczak, Evia King, Sue Rogers, Curtiss Alvarez, Marilyn Griffiths, Frank Schmidt, Juanita Miller and Director Tim Hawkins. Absent: 0. Guests: Donna Pydlek, Mary McCormick, Vytenis Zygas

QUORUM: Established. Motion by Member Alvarez, supported by Member Schmidt to approve the minutes of the March 16, 2023 meeting. Motion carried.

PUBLIC COMMENTS: Member Wagner welcomed Sharon Phillips back after her recent illness.
AGENDA: Report on naming of meeting rooms will be given under Director's Report. Motion by Member Wojtczak, supported by Member Mansfield to approve the Agenda. Motion carried.

COMMUNICATIONS: Director Hawkins displayed the plaque for Bonnie Parker that will be placed under the planted tree outside and the family will be invited for a showing when the tree is in bloom. Director Hawkins went over the flower fund and Members Phillips, Polishuk, Miller and Alvarez owe \$10 each. Director Hawkins raised the question of the Food License and who is responsible for payment. Currently Senior Nutrition Services has the license and RVSC is not required to have a separate license to serve food at events as long as the Senior Nutrition Site Manager is on the premises. Mary McCormick stated she will be out of town May 15-29. The workers serving food are required by the Health Department to wear gloves and hats while serving. Clients will be informed that the Health Department ruling allows no one in the kitchen other than those serving food.

FINANCIALS: Member Sue Rogers gave the Financials for March which show Beginning Balance of \$352,992.54, Revenue \$116,654.86, Expenditures \$34,232.99, Ending Balance \$435,414.41. The March 2023 Financial Reconciled Statement agrees with the Balance and Profit and Loss Statement prepared by Advantage Business Services. We are 50% through the fiscal year and have spent 34% of the budget. Motion by Member Palen, supported by Member Griffiths to approve the Financial Report. Motion carried.

OLD BUSINESS: DIRECTOR'S REPORT: See written report dated March 20, 2023. Senior Expo will be May 12, 2023 at the Mendall Center. The Building Fund balance is \$35,074.59. Dale Layman has almost completed the back stairs and balance due is less than \$2000. The Vehicle Replacement Fund is \$37,531 and TCU balance \$104,458.88 Motion by Member King, supported by Member Wagner to approve the Director's Report as presented. Motion carried.

AUDIT & FINANCE: No report.

FACILITY: The facility Committee met on 4-11-23 and proposed the following expenditures: 1) Motion by Member Elna Rogers, supported by Member Phillips to approve Option 2 for the driveway to the lower level not to exceed \$20,000. Motion carried. 2) The lock on the front door will be repaired at a cost of approximately \$375. 3) A new cabinet with wet bar was proposed in the front entrance room at a cost of approximately \$3000 which includes plumbing costs. The Facility Committee will choose the cabinet and counter top. Motion by Member Phillips, supported by Member Elna Rogers to go forward with the project not to exceed \$3300. Motion carried. 4) Cost to repair the basement floor with paint, sanding and sealing is estimated to cost around \$900. Board approval is not required. 5) Doubleday is giving estimates for new furniture for Sabine Wheatley's

office. 5) Vern and Mike will get estimates for gutter guards for the rear of the building. 6) A Welcome Sign for the lower level entrance is estimated to be around \$810. After discussion, motion by Member Elna Rogers, supported by Member Wojtczak to approve up to \$1300 for signs with our logo for the lower level. Motion carried. 7) Three estimates were obtained for a new van to replace Van #4. Motion by Member Schmidt, supported by Member Alvarez to purchase a new van not to exceed \$38,000. Motion carried. In our Strategic Planning it was recommended to have camera and security system in place by October. We are currently getting proposals on the type best for RVSC. Sealed bids are being accepted on the mower until May 1 with starting bid of \$600.

ROOM NAMING: Suggested name for the large conference room was 1) Red Arrow Room, the large entrance room as the 2) Welcome Center and no proposals yet on the small room. The library will be 3) Library and the lower level 4) Friendship Hall. Director Hawkins will order the four signs.

GRANTS: No report.

HOSPITALITY: Member Wagner announced there will be bingo and pizza on April 28, Mother's Day Luncheon on May 12 at 11:30, Movie on May 16 at 11:30, July 19 South Bend Cubs game on the 8 person van at \$31.00 ea, trip to Meijer's Gardens on July 26 from 9 am to 6 pm at cost of \$65.00 per person with lunch on your own. See May newsletter for more details.

HR/POLICY & PROCEDURE: The committee will meet to review a Gun Policy and Director Hawkins will check with other senior centers on their policy.

APPLICATION FOR TRANSPORTATION SERVICE: Member Wojtczak reviewed the new policy with changes presented in red. Under c. personal use of oxygen is permissible was added. Motion by Member Elna Rogers, supported by Member Sue Rogers to approve the policy with the addition of oxygen use. Member Wojtczak will correct and pass out copies of the new policy to board members.

MARKETING: Sabine Wheatley continues to work on the website which will be more user friendly.

TECH TEAM: The committee continues to work on the computer upgrades.

NEW BUSINESS: Article VI Board of Directors policy change was reviewed with changes under b. Election of New Directors and ballots available five business days prior to Annual Meeting. Motion by Member Griffiths, supported by Member Sue Rogers to approve Article VI as presented. Roll call taken and motion carried.

NEWSLETTER: Printing of the monthly newsletter was previously done by Lakeland at a cost of \$600 per month. With little notice, they stopped providing that service. Director Hawkins contacted multiple places for estimates and Oscar has been printing the monthly newsletter at a cost of \$1300 per month. He has checked with other senior center and various companies in the area. Berrien County will print the newsletter at a cost of \$525 per month. Discussion followed regarding companies that print the newsletter at no cost but they include multiple pages with ads. Also, the cost of postage per newsletter would increase to first class. Currently our bulk rate, nonprofit cost is \$.18 cents per issue to mail. Motion by Member Elna Rogers, supported by Member Phillips to have Berrien County print our monthly newsletter.

Motion by Member Elna Rogers, supported by Member Wojtczak to adjourn at 11:27 am. Next meeting May 18, 2023 Cake to celebrate Director Hawkins 10 years of service was enjoyed following the meeting.

Respectfully submitted,

Sharon Phillips, RVSC Board Secretary