

RIVER VALLEY SENIOR CENTER  
REGULAR BOARD OF DIRECTORS' MEETING MINUTES  
THURSDAY, MAY 18, 2023

President Sue Polishuk called the meeting to order at 10:00 am. Present: Marilyn Griffiths, Frank Schmidt, Ellie Rogers, Evia King, Peggy Wagner, Dorothy Palen, Barb Wojtczak, Sharon Phillips, Sue Polishuk, Curtiss Alvarez and Director Hawkins  
Absent: Juanita Miller, Karie Mansfield (illness), Sue Rogers (doctor appointment)  
Guests: Vytenis Zygas, Sabine Wheatley, Sue Jones, Donna Pydlek

**QUORUM** was established. Motion by Member Schmidt, supported by Member King to approve the minutes of the April 20, 2023 meeting as presented. Motion carried.

**PUBLIC COMMENTS:** President Polishuk read from Roberts Rules of Order section on Public Comments addressing the time limits for comments. Mr. Zygas asked about the cost of mailing our monthly newsletter.

**AGENDA:** Motion by Member Wojtczak, supported by Member E. Rogers to approve the Agenda as presented. Motion carried.

**COMMUNICATIONS:** Director Hawkins read an email from Mr. Zygas regarding the history of printing our newsletter and Director Hawkins read the response, authorized by the board, to the email, outlining the past years regarding the printing costs. Sue Jones asked if the cost to repair the basement floor included the bathrooms and hallways. Director Hawkins also read cards from clients congratulating him on ten years of service to RVSC.

**FINANCIALS:** Member King gave the Financials for April 2023 which shows a Beginning Balance of \$435,414.41, Revenue \$1,785.81, Expenditures \$26,383.88, Ending Balance \$410,816.34. The April 2023 Financial Reconciled Statement agrees with the Balance and Profit and Loss Statement prepared by Advantage Business Service. Director Hawkins stated we are at 58.3% of the budget and have spent 40.75% to date. Motion by Member E. Rogers, supported by Member Palen to approve the Financial Report as presented. Motion carried.

**OLD BUSINESS – DIRECTOR'S REPORT:** See written reported dated 5-19-23. Sabine Wheatley celebrated her one year anniversary at RVSC on May 9, and Donna Pydlek one year on May 18, 2023. He continues to work on the Standard Operating Procedure Manual. The rear steps are close to being finished. WII Bowling is successful and several bus trip are being planned. The old mower sold for \$1200. Motion by Member King, supported by Member Griffiths to approve the report as presented. Motion carried.

**AUDIT & FINANCE:** No report.

**FACILITY:** Estimates received to seal and stripe the parking lot and add handicap parking space to lower level by Arnt Asphalt for \$7400. Motion by Member Schmidt, supported by Member Wojtczak to approve the bid from Arnt. Motion carried. Bid from Doubleday for furniture for Sabine Wheatley's office was \$2745. Motion by Member Wojtczak, supported by Member E. Rogers to accept the bid. Motion carried. Welcome sign for the lower level was previously approved for \$1300. Replacement for Van 4 has been ordered from Sieman's for \$37,235.

**GRANTS:** No report.

**HOSPITALITY:** Mother's Day luncheon was held last week with over 70 attending. Bingo will be on the 26<sup>th</sup> and Father's Day breakfast is planned for June. As noted in the Newsletter several movies will be shown in May and June.

**HR/POLICY & PROCEDURE:** The Transportation Client Guideline Policy was revised to include under #3 oxygen permitted on vans. All clients who use the vans will sign the new form. Sabine Wheatley will run a statistic report on van use by clients to get an updated list.

**MARKETING:** Member Wojtczak reported that work continues on the website, start up cost \$400, with yearly fee of \$190, total estimate \$960-\$1300 from WZ Studios. Also, she reported that Member Mansfield's sons are looking for additional Eagle Scout projects to complete. Raised garden beds was one suggestion to explore.

**TECH TEAM:** As reported with website.

**NEW BUSINESS:** Copies of the Weapon Policy Resolution No. 2023-05-18-1 were given to board members for review. The policy was taken from #3 of the RVSC Client Guideline. Motion by Member King, supported by Member Schmidt to approve the Weapon Policy as presented. Roll call was taken with all voting yes. Motion passed. Member Alvarez suggested posting the new policy in our newsletter.

Motion by Member E. Rogers, supported by Member Phillips to adjourn at 11:20. Next meeting scheduled for June 15, 2023 at 10:00 am

Respectfully submitted,

Sharon Phillips, RVSC Board Secretary