

RIVER VALLEY SENIOR CENTER
REGULAR BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, AUGUST 17, 2023

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

President Polishuk called the meeting to order at 10:00 am. **Quorum** was established. Motion by Member Griffiths, supported by Member Sue Rogers to approve the **MINUTES** as presented of the July 20, 2023 meeting. Motion carried. There were no **Public Comments**. Motion by Member Schmidt, supported by Member Wojtczak to approve the **Agenda** as presented. Motion carried.

COMMUNICATIONS: Director Hawkins announced that Mary Robinson passed away on July 20 while in Florida. She supported RVSC and attended many events over the years. There was a recent notice in Harbor Country News under Community Notes seeking volunteers to do taxes. Training session by AARP for taxes is approximately 6-8 hours per day for four days. Also, notice appeared of the upcoming election in October to the Board of Directors. Deadline to submit applications is October 1. There will be a memorial service for Dorothy Simmons, past RVSC Board President at Harbert Community Church on October 8, 2023.

FINANCIALS: Member Sue Rogers gave the Financial Report for July 2023 showing a Beginning Balance of \$575,584.73, Revenue \$7,704.50, Expenses \$29,121.51, Ending Cash Balance \$554,167.72. The July 2023 Financial Reconciled Statement agrees with the Balance and Profit and Loss Statement prepared by Advantage Business Services. Motion by Member Schmidt, supported by Member Ellie Rogers to approve the Financial Report as presented. Motion carried.

OLD BUSINESS: DIRECTOR'S REPORT: See written report dated August 17, 202. Highlights include Director Hawkins attended a TRIAD meeting on August 2, 2023, Emergency rear stairs exit has been completed. Employee appraisals have been completed. Two patio tables, chairs and umbrellas were delivered prior to the annual picnic for the lower level. Rieth Riley will begin work on changing the grade angle of the driveway to the lower level in the next couple of weeks. Motion by Member Sue Rogers, supported by Member Mansfield to approve the Director's Report as presented. Motion carried.

AUDIT & FINANCE: Plans are underway with Lynda Elie for the upcoming audit. Fiscal Year Budget for 2023-2024 was presented by Director Hawkins. Total revenue for 2022-23 Fiscal Year was \$440,156. We were informed by the County to use \$370,998 for the 2023-2024 fiscal year. Total expenditures proposed \$407,198 with undefined surplus \$38,094 for the General Fund. Motion by Member Wojtczak, supported by Member Wagner to approve the 2023-2024 budget as presented. Motion Carried. ****corrected at 9-21-23 mtg per County use \$406,153 millage for 2023-24 budget and new General Fund balance (undefined surplus) on line 65 will be \$73,249.**

FACILITY: We are obtaining quotes for the rear handicap entrance. The Grant Committee will explore options into applying for a grant to help with the cost.

HOSPITALITY: The Picnic was held on July 28, Fashion Show & Tea held on August 22 with 65 in attendance, the Volunteer Recognition Luncheon will be on August 29, Elvis Show scheduled for

September 9 and tickets are \$10 ea, Oktoberfest will be on October 12 from 4-7 with entertainment by Will Smaka Band. Craft Show is planned for November and Christmas Party in December. The Center continues to host monthly Bingo with lunch provided.

HR/POLICY & PROCEDURE: Online vote was held and approved 3% pay increase for staff and 4% pay increase for the Executive Director. The increase is reflected in the proposed 2023-2024 budget.

MARKETING: Chairman Mansfield passed out copies of Marketing action items and asked board members to complete and return to her. RVSC is developing a relationship with the New Buffalo Times with Krista Factoros for more exposure in Harbor Country.

TECH TEAM: The Committee continues to work on the website development and Sabine will have an update for the Board in the near future for approval.

ELECTION UPDATE: Member Ellie Rogers stated deadline to apply for Board openings is October 1 and biographies of candidates are being updated. There are six vacancies and all current members are seeking reelection. Notice appeared in August in our monthly Newsletter and in The Harbor Country News as required by the County Commissioners. Notices will appear again in September.

NEW BUSINESS: The Executive Committee has met with our attorney regarding recent correspondence from a client. There is a file with all correspondence in Director Hawkins' office which is available for board members to review. The Center has spend \$936 to date for the attorney's advice and we should be receiving one more bill. The file covers the Freedom of Information Act (FOI) and Michigan law on Open Meeting Act. Per the attorney the Center needs to establish a written policy on Public Comments at Board Meetings with time limits etc. The HR Committee will begin work on the policy. The Executive Committee met again and will send a letter to the client addressing the concerns that were raised and the Center's response.

Being there was no further business to bring before the Board, motion by Member Sue Rogers, supported by Member Ellie Rogers to adjourn at 11:25 am. Motion carried. The next board meeting is scheduled for September 21, 2023 at 10:00 am.

Respectfully submitted,

Sharon Phillips, RVSC Board Secretary