

RIVER VALLEY SENIOR CENTER  
REGULAR BOARD OF DIRECTORS MEETING MINUTES  
THURSDAY, SEPTEMBER 21, 2023

President, Sue Polishuk, called the meeting to order at 10:00 am. Present: Frank Schmidt, Sue Rogers, Evia King, Peggy Wagner, Marilyn Griffiths, Dorothy Palen, Barb Wojtczak, Sharon Phillips, Karie Mansfield, Sue Polishuk, Ellie Rogers, Curtiss Alvarez, Juanita Miller and Director Hawkins. Guests: Vytenis Zygas, Donna Pydlek, Sabine Wheatley, Susan Buckingham. **QUORUM** was established.

Member Phillips had one correction to the **minutes** of August 17, 2023 which should show per County Commissioners use \$406,153 (not 407,198) millage for 2023-24 budget and new General Fund balance (undefined surplus) on line 65 will be \$73,249 (not 38,094). Motion by Member Schmidt, supported by Member Wojtczak to approve the minutes as presented with the one correction. Motion carried. **PUBLIC COMMENTS:** Vytenis Zygas stated he is still waiting for the monthly reports as requested in his recent email. He also requested applications for the upcoming Board of Directors election in October. Member Alvarez stated he has heard many positive comment from the public on the social events and recent Elvis show. Motion by Member Mansfield, supported by Member Ellie Rogers to approve the **AGENDA** as presented. Motion carried.

**COMMUNICATIONS:** Director Hawkins passed out raffle tickets to the board for the quilt, afghan and birdhouse which they can purchase, sell or return. 83 tickets were sold for Elvis night and pictures were in the Harbor Country News as well as the notice for board applications. Engagement Letter has been signed and returned to Lynda Elie for the upcoming audit. Certified Letter to Mr. Zygas dated August 25, 2023 from the Executive Committee on clarification from the attorney on information he requested from the board was returned by the post office as it was never picked up and signed for. Director Hawkins gave the letter to him at today's meeting. The letter outlines the Board's responsibility to provide to the public the Agenda & Minutes of board meetings once they are approved. Certain other documents will not be shared with the public such as the Director's Monthly Report as it may contain proprietary information which may be sensitive to employee discipline, health issues, etc. which is for the Board of Directors information only. Financial records are available in the Executive Director's office for public review as well as correspondence from the public and the attorney.

**FINANCIALS:** Member Sue Rogers gave the Financial Report for August 2023 showing a Beginning Balance of \$554,167.72, Revenue \$1426.85, Expenditures \$58,524.09, Ending Cash Balance \$497,070.48. The August 2023 Financial Reconciled Statement agrees with the Balance and Profit and Loss Statement prepared by Advantage Business Services. Motion by Member Griffiths, supported by Member Alvarez to approve the Financial Report as presented. Motion carried. We have spent 79.8% to date of the current fiscal year budget.

**OLD BUSINESS – DIRECTOR'S REPORT:** See written report dated September 21, 2023. Director Hawkins gave a presentation to the Rotary Club on 9-1-23. Additional payment of \$2814.75 was sent to the attorney along with a letter ending the current contract with him effective 9-5-23. Michael Mansfield is working on his Eagle Scout project with RVSC for raised garden beds and will coordinate with Donna Pydlek and Curtiss Alvarez. Kelly Laesch of the Sheriff's Dept has forwarded information on active shooter training. Triad may sponsor a Car Fit training at RVSC in the spring. The plaque by the tree for Harold Gibson has been replaced. Motion by Member Sue Rogers, supported by Member Wojtczak to approve the Director's Report as presented. Motion carried.

**AUDIT & FINANCE: AMENDED BUDGET 2023-24:** The County sent updated figures for millage to be used for the new fiscal year of \$406,153.00 (line 7) which changes total revenue to \$442,353.00 (line 17) and General Fund \$73,249.00 (line 67), Total Expenditures \$442,353.00 (line 78). Motion by Member Sue Rogers, supported by Member Wojtczak to approve the amended 2023-2024 budget as presented. Discussion followed and motion by Member Ellie Rogers, supported by Member Palen if one budget line item is overspent, funds will be transferred from General Fund to that account. If line items are under budget at end of fiscal year, funds will be transferred to the Reserves. Motion carried.

**GRANTS:** No report. Will check on applying for grant for handicap entrance/door for lower level.

**HOSPITALITY:** Elvis show was a success, and it was suggested to check possibility of having other shows. Craft Show is scheduled for November 4 and Oktoberfest for October 12.

**TRIPS/TRAVEL:** Trip is planned to Linton's Enchanted Garden on September 18, but only 10 persons have signed up thus far. Cost is \$48/person. Cost of trips remains a factor due to increase in bus price.

**MARKETING:** Member Mansfield reported the Committee met and passed out a survey of ideas to prioritize. They discussed setting up a Scrapbook Committee and will check with Debbie Bellaire on that as she is currently working on the scrapbooks.

**ELECTION UPDATE:** Member Rogers reported there are no additional applications received to date. There are six open positions on the Board and all six incumbents are running for reelection. The deadline to apply is October 1 so she can update the bios and make copies for early election voting which begins October 12.

**NEW BUSINESS – WEBSITE:** Sabine Wheatley gave an overview of the proposed website. Minutes, after approval, will be posted monthly as well as events, newsletter and photos. It was suggested to add Loan Closet and Commodities to the website and an area that shows recent accomplishment such as the wet bar, new rear steps and new van. All agreed the new website is easy to navigate and user friendly. Motion by Member Alvarez, supported by Member Wagner to approve the new website as presented. Motion carried. The new website is RVSeniorcenter.org. Director Hawkins will send a letter to Ellen Diener thanking her for maintaining the website for many years, and thanked Sabine, Donna and Susan for their input on the new website.

**HANDICAP DOOR CLOSURE FOR LOWER LEVEL:** Two estimates have been received to date for the new door. One for \$2749 which does not include the electric work and the other for \$3541 which includes electric. Motion by Member King, supported by Member Alvarez to approve the project up to \$4000. Motion carried. The Facility Committee will review the costs at their next meeting.

Next meeting is the Annual Meeting and Election of Board Members on October 19, 2023 at 10:00 am. Member Schmidt suggested everyone wear their badge at the meetings. Flu Shot clinic is October 16, 2023 and New Buffalo Pharmacy will be giving the flu shot, RSV and Covid vaccine. Motion by Member Ellie Rogers, supported by Member Phillips to adjourn the meeting at 11:20 am. Motion carried.

Respectfully submitted,

Sharon Phillips, RVSC Board Secretary

