

RIVER VALLEY SENIOR CENTER  
REGULAR BOARD OF DIRECTORS' MEETING MINUTES  
THURSDAY, December 14, 2023

President, Barb Wojtczak, called the meeting to order at 10:00 am. Present: Ellie Rogers, Barb Wojtczak, Curtiss Alvarez, Evia King, Dorothy Palen, Sue Polishuk, Sharon Phillips, Marilyn Griffiths, Sue Rogers, Peggy Wagner, Karie Mansfield Absent: Frank Schmidt (medical appointment), Juanita Miller. Guests: Mr. & Mrs. Vytenis Zygas, Donna Pydlek. **QUORUM** was established. Motion by Member S. Polishuk, supported by Member S. Rogers to approve the minutes as presented of the November 16, 2023 meeting. Motion carried.

**PUBLIC COMMENTS:** Mr. Zygas complemented the new RVSC website and the "Gold Standard" comments from the County Commissioners. He also commented on the new FOIA request form.

**AGENDA:** Motion by Member Phillips, supported by Member King to approve the Agenda as presented. Motion carried.

**COMMUNICATIONS:** Director Hawkins read a thank you card from Member Alvarez for the recent flowers for his mother's funeral. He read a thank you note from Rose Marie Knight & Eve Melichar which included a check to the center. Thank you letter was sent along with a thank you signed by the winners to the cheerleaders at Reed Middle School in Bridgman who made door hangers for door prizes for the Christmas party.

**FINANCIALS:** Member S. Rogers gave the November 2023 report which showed Beginning Balance \$460,816.65, Income \$2328.83, Expenses \$23,856.14, Ending Cash Balance \$439,289.34. The November 2023 Financial Reconciled Statement agrees with the Balance and Profit and Loss Statement prepared by Advantage Business Services. Director Hawkins stated we are at 16.6% of the fiscal year budget and have spent 10.43%. Motion by Member E. Rogers, supported by Member Alvarez to approve the report as presented. Motion carried. Expenditures under office supplies on the September report were correctly moved to Computer software.

**OLD BUSINESS – DIRECTOR'S REPORT:** See Director Hawkins written report dated 12-14-23. Highlights include Tim Stroup of the Sheriff's Department was scheduled to provide active shooter training on December 18 for receptionists, staff and board members. Due to conflict with the Tax Training, the meeting will be rescheduled. Triad will begin meeting bi-monthly in January. Share Drive is not available for home computers but board members can access it through the computer at the receptionist desk. Renewal for the county millage, which supports the senior centers, is up for renewal in 2024 There is an outside group lead by St. Joseph Senior Center coordinating information which will be available in the Spring. All information has been provided to the auditor and she will present her report at the January board meeting. Director Hawkins has spoken with Dan Peterson of the Pokagon Fund regarding applying for a grant to the handicap door for the lower level. Motion by Member Griffiths, supported by Member Polishuk to approve the report as presented. Motion carried.

**HOSPITALITY:** Member Wagner gave an update and December was a busy month. Thirty people attended the Tree Lighting, sixty persons at the Christmas Party, eighty-five bags were filled for monthly commodities. She thanked her committee for all their hard work, especially Lorrie Hawkins for arranging the gift cards from Meijer's and shopping for items to be included in the bags. The Kiosk is working much better with clients now signing in for events.

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**HR/POLICY & PROCEDURE:** A committee meeting will be scheduled in January regarding the letter received from an employee requesting additional hours. Two new policies were presented and approved last month.

**MARKETING:** Member Mansfield is working on the results of the recent survey and more information will follow.

**TECH TEAM:** My Senior Center is working well and the new website is up and running.

**TRIPS:** No report.

**COMMITTEE ASSIGNMENTS:** A new list of assignments was given. If there are any additions or corrections, please let Director Hawkins know. Also, new board list with addresses and phone numbers was distributed. See Director Hawkins if there are any corrections.

A FOIA request was received and Director Hawkins will respond within five days.

Being there was no further business to be brought before the board, motion by Member E. Rogers, supported by Member Alvarez to adjourn at 10:55 am. Motion carried.

Next meeting scheduled for Thursday, January 18, 2024 at 10:00 am

Respectfully submitted,

Sharon Phillips, RVSC Board Secretary