

RIVER VALLEY SENIOR CENTER
REGULAR BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, November 16, 2023

President, Barb Wojtczak, called the meeting to order at 10:00 a.m. Present: Barb Wojtczak, Curtiss Alvarez, Ellie Rogers, Frank Schmidt, Marilyn Griffiths, Evia King, Dorothy Palen, Peggy Wagner, Sharon Phillips, Sue Rogers, Sue Polishuk and Director Hawkins. Absent: Karie Mansfield (illness), Juanita Miller. Guests: Vytenis Zygas, Mary McCormick, Donna Pydlek. **QUORUM** was established. Director Hawkins announced that services for Member Alvarez's mother will be November 21, 2023 at St. Mary's Church in Three Oaks with Visitation at 10:00 and mass to follow at 11:00 am.

Motion by Member Schmidt, supported by Member E. Rogers to approve the **minutes** of the October 19, 2023 meeting as presented. Motion carried. **PUBLIC COMMENTS:** Vytenis Zygas then had three minutes to address the board. He questioned how monies were spent at the Center, especially the cost of printing the newsletter and recent attorney expenses. Motion by Member Phillips, supported by Member King to approve the **Agenda** as presented. Motion carried.

COMMUNICATIONS: Director Hawkins read a certified letter from Mr. Zygas dated 11-14-23 and a follow up email received this morning. Copies are on file in his office.

FINANCIAL REPORT: Member S. Rogers gave the October 2023 report which showed Beginning Balance \$478,589.21, Revenue \$4,486.62, Expenses \$22,259.18, Ending Cash Balance \$460,816.65. The October 2023 Financial Reconciled Statement agrees with the Balance and Profit and Loss Statement prepared by Advantage Business Services. Motion by Member E. Rogers, supported by Member Alvarez to approve the report as presented. Motion carried. The Report reflects only 5.3% was spent of the 8.3% monthly fiscal year budget.

OLD BUSINESS – DIRECTOR'S REPORT: See written report dated 11-16-23. Director Hawkins announced that RVSC information is now on the Share Drive for employees. Member Philips asked about adding board members ability to access the information. Director Hawkins will check into this. He also informed the Board he had received information from three clients about harassment by another client of the Center. He then informed the board that he and President Wojtczak had met with Teri Freehling, County Commissioner, about recent questions raised by a client regarding operations and procedures at RVSC. She informed him that the County Commissioners allow 2 minutes for public comments at their meetings. They do not post public comments nor answer questions in writing. If a subject has been previously brought up to the Commissioners and voted on, it cannot be brought up again unless the majority voters bring it up. She also agreed with our attorney whether FOIA laws apply to the Centers. She also stated the Commissions do not manage the budgets of the senior centers. They pass the millage monies on to the Centers and the Centers are asked to meet the Terms of Appropriation and fulfill the Auditors request for information which is then given to the Commissioners. Ms. Freehling then stated that the Commissioners consider RVSC the "Gold Standard" of the senior centers. Motion by Member Wojtczak, supported by Member Alvarez to approve the report as presented. Motion carried.

COMMITTEE REPORTS – AUDIT & FINANCE: Member King announced that she and Member S. Rogers had met with Director Hawkins and all information for the auditor has been answered and the information sent as requested and is on the Share Drive.

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FACILITY: Many compliments have been received regarding the new Coffee Bar and Bulletin Board above it. The Committee is looking at additional chairs for the lower level. The work on the driveway will not be completed by winter but the foundation and grating will be completed before winter as this could become a safety issue.

GRANTS: Member Polishuk has sent information to Director Hawkins about applying for a grant for the lower level handicap doors.

HOSPITALITY: The recent Craft Show was a success. Member Schmidt remarked on the recent Veteran's Day Breakfast and thanked the Committee for the medallion. There will be a Thanksgiving Dinner with all the trimmings for the Bingo party this week. December 4 is the Tree Lighting and December 8 for the Christmas Party with Bingo.

HR/POLICY & PROCEDURE: Member Polishuk stated the Committee met recently and two new policies will be presented under New Business.

MARKETING: Member Mansfield has sent a note and asked members to sign up for projects the committee is working on. They are also asking for volunteers to work on a sub-committee for Scrap-booking. She is tallying the results of the recent survey.

TECH TEAM: Information and Procedures are now available on the Share Drive.

TRIPS: No report.

NEW BUSINESS: Member Polishuk presented the new policy – Agenda Format for RVSC Board Meetings, Resolution No. 23-11-16-1. Motion by Member E. Rogers, supported by Member Polishuk to approve the Resolution as presented. Roll call taken. Motion carried.

Member Phillips presented the next new policy – FOIA (Freedom of Information Act) Policy and FOIA Request for Public Records, Resolution No. 23-11-16-2. Motion by Member Alvarez, supported by Member King to approve the Resolution as presented. Roll call taken. Motion carried.

COMMITTEE ASSIGNMENTS: President Wojtczak passed around the Committee List and members were asked to make any changes or sign up for the committees they would like to work on.

Member Schmidt then wanted to formally thank Member Polishuk for serving as Board President for the past four years and say "Thank you for a job well done". All agreed.

Motion by Member King, supported by Member Phillips to adjourn at 11:15 am Motion carried. With the busy season and the holiday approaching, it was agreed to have the next board meeting on Thursday, December 14 at 10:00 am. It was suggested to make it a Christmas Meeting and each member to bring a dish to pass. Director Hawkins will post the date change in the December newsletter and on the doors.

Respectfully submitted,

Sharon Phillips, RVSC Board Secretary

