

RIVER VALLEY SENIOR CENTER  
REGULAR BOARD OF DIRECTORS MEETING MINUTES  
Thursday, October 19, 2023

President, Sue Polishuk called the meeting to order at 11:00 am Present: Sue Polishuk, Curtiss Alvarez, Marilyn Griffiths, Dorothy Palen, Sharon Phillips, Karie Mansfield, Sue Rogers, Evia King, Barb Wojtczak, Elna Rogers, and Director Hawkins. Absent: Frank Schmidt (medical appt), Peggy Wagner (illness). Guests: Vytenis Zygas. **QUORUM** was established. Member Polishuk then resigned as President due to family and other obligations but will remain active on the board and committees. Motion by Member Polishuk to **nominate** Member Wojtczak for President, supported by Member Phillips. Motion carried. She then turned the gavel over to President Wojtczak. Nominating Chairman, Elna Rogers, presented the slate of Officers as recommended by the Nominating Committee. Motion by Member E. Rogers to nominate E. Rogers for Vice President, Sharon Phillips for Secretary and Evia King & Sue Rogers as Co-Treasurers. Motion supported by Member Wojtczak. Motion carried.

Motion by Member E. Rogers, supported by Member Mansfield to approve the **minutes** of the September 21, 2023 meeting as presented. Motion carried. **PUBLIC COMMENTS:** None

**AGENDA:** Motion by Member Phillips, supported by Member Polishuk to approve the Agenda as presented. Motion carried. **COMMUNICATIONS:** Director Hawkins announced that recent donations were received and thank you notes were mailed. Member King asked about the cost of the website and \$94 is for the Domain name and a \$109.50 monthly charge. The website has been updated. Donations are deposited to the general fund and revenue from Oktoberfest is posted under Events.

**FINANCIAL REPORT:** Member S. Rogers gave the September 2023 report which showed a Beginning Balance of \$497,070.48, Revenue \$17,658.59, Expenditures \$36,139.86 leaving an Ending Cash Balance of \$478,589.21. The September 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.

**OLD BUSINESS – DIRECTOR'S REPORT:** See Director's Monthly Report dated October 19, 2023. Highlights include Harbor Country News published an article requesting volunteer tax preparers for RVSV. Two bids have been received to update the entrance to the lower level with automatic doors. The Board approved \$4000 but the Grant Committee is checking into applying for grants to cover the cost. Winners of the recent Raffle included Kay Cornwell quilt, Rose Marie Knight the afghan and Pat Jordan the bird house. The Center welcomed four new transportation drivers since September. Van 2 was rear-ended on Red Arrow Highway while at a stoplight and the insurance company has been notified. Lakeshore Body Shop will do the repairs. Jackie Shen announced that New Buffalo Library and Senior Nutrition will be the recipients of her Fudge Sale this year. Motion by Member Polishuk, supported by Member Phillips to approve the Director's Report as presented. Motion carried.

**AUDIT:** A meeting will be scheduled and the committee will begin work to meet the November 1 deadline.

**FACILITY:** Work should begin next week on the driveway.

**GRANTS:** The Committee will check into applying to the Pokagon Fund and Meijers' for monies for holiday commodities. They are also checking into applying for a grant for the handicap entrance on the lower level.

**HOSPITALITY:** In the absence of Member Wagner, Director Hawkins announced the Giving Tree will go up on November 6 or 7<sup>th</sup> and up until December 8, Toys for Tots boxes will be placed on November 6 through December 8, Veteran's Day Breakfast is planned for November 9 and guests will each receive a commemorative coin. The Center will be closed on November 10 For Veteran's Day. Christmas Tree Lighting is scheduled for December 4, Craft Show Saturday, November 4 from 9:30-2:30 and Christmas Bingo and Party is set for December 8.

**MARKETING:** Member Mansfield thanked everyone for completing the survey and also help is needed by volunteers to assist with Kiosk sign- in during events.

**TECH:** All information is on the Shared Drive and backed up in the Cloud. The website is up and running. Hours of operation will be added to the website.

**TRIPS/TRAVEL:** Since the cost of the bus rental is a factor, no trips are planned for the coming months. The person who used to do the Four Winds Bus Trips is no longer in business since Covid.

**NEW BUSINESS:** None.

Motion by Member Alvarez, supported by Member E. Rogers to **adjourn** at 12:05 am. The next scheduled meeting is Thursday, November 16, 2023 at 10:00 am.

Respectfully submitted,

Sharon Phillips, RVSC Board Secretary