

RIVER VALLEY SENIOR CENTER
BOARD OF DIRECTORS REGULAR MEETING
THURSDAY, JANUARY 18, 2024

The meeting was called to order by President Wojtczak at 10:01 am. Present: Ellie Rogers, Evia King, Barb Wojtczak, Frank Schmidt, Sharon Phillips, Peggy Wagner, Sue Polishuk, Dorothy Palen, Sue Rogers, Marilyn Griffiths and Director Tim Hawkins, Absent: Curtiss Alvarez (weather), Karie Mansfield (illness), Juanita Miller. Guests: Dennis Wojtczak, Donna Pydlek, Vytenis Zygas and Lynda Elie. **QUORUM** was established. Motion by Member Sue Polishuk, supported by Member Sue Rogers to approve the minutes of the 12-14-23 meeting as presented Motion carried.

PUBLIC COMMENTS: Mr. Zygas commented that the Center should embrace the recent comment by Commissioner Frehling stating RVSC was regarded as the “gold standard” status of senior centers. **AGENDA:** Motion by Member King, supported by member Griffiths to approve the agenda as presented. Motion carried. **COMMUNICATIONS:** Director Hawkins announced bread was delivered downstairs and more would be available tomorrow. Also, the flower fund is low and board members will be asked to replenish it. Dave Campbell, Superintendent of River Valley Schools will present a presentation at RVSC regarding the upcoming school millage renewal and overview of the school’s academics and athletic programs. Date to be determined. Director Hawkins read a thank you note from client, Eva Moore, thanking the center for the holiday “goodie bag” delivered to the shut-ins by Meals on Wheels. Director Hawkins also acknowledged recent donations to RVSC by Peter Elliot, Carol Gittler, Marie Sinioris, Carolyn Sommers, Mary Swanton & Mike Kozubek. Director Hawkins then read an email from Vytenis Zygas dated December 14, 2023 requesting a joint meeting with RVSC and the County Commissioners and stating his FOIA payment is pending as he does not feel all information has been received. Copy was sent to the Executive Committee and filed in the Director’s office along with the other correspondence from Mr. Zygas. A budget of \$2667 has been set by the Committee promoting the millage renewal for the Senior Centers.

FINANCIAL REPORT: Member Sue Rogers gave the financial report for December 2023 which shows he Beginning Balance \$439,289.34, Income \$732.42, Expenses \$23,100.87, Ending Cash Balance \$416,920.89. The report agrees with the Profit & Loss Statement prepared by Advantage Business Services. Motion by Member Schmidt, supported by Member Ellie Rogers to approve the report as presented. Motion carried. The Pokagon Grant (Acct # 4202) YTD of \$1346 is the money used by the Hospitality Committee to purchase extra food for the December commodities.

OLD BUSINESS - DIRECTOR’S REPORT: See written report dated 1-18-24. Active Shooter Training by Tim Stroup of the Sheriff’s Department has been rescheduled for Thursday, February 15 at 1:00 p.m. for staff, receptionists and board members. Susan Buckingham has completed training and made the recent bank deposit. Tax training for volunteers continues on a weekly basis. The number of persons accessing our website increased in December. The website now has the Board minutes for October – December and our Bylaws. The Kiosk now separates Board Meetings and Committee Meetings. Members should access Committees on page 2. Michiana Recycling has increased the price of garbage pickup and RVSC will likely switch to Republic at a significant savings. Motion by Member Sue Rogers, supported by Member Wagner to accept the Director’s Report as presented. Motion carried.

NEW BUSINESS – AUDIT REPORT: Lynda Elie from Rendel Elie & Associates, CPA presented findings of her recent RVSC Financial Report September 30, 2023 and 2022. She complimented the Center on setting aside funds for vehicle replacement for future use since it is a major program for RVSC. Page 3 shows assets owned and it is recommended for non-profits to have 6-9 months of funds available for continued operation. RVSC has 16 months available. The audit did not show any deficiencies and no changes were recommended at this time. She thanked Director Hawkins and our co-Treasurers, Evia King & Sue Rogers, for their time in working with her to supply the needed information for the audit.

AUDIT & FINANCE: All information for the Audit is on the Share Drive as read only and is locked for editing. Member King has typed up information and is included in the Procedure Manual for Treasurer's duties and step-by-step instructions for checking and reconciling monthly reports.

FACILITY: The retaining wall has been back-filled and work on the driveway will be done in the Spring. **GRANTS:** Two estimates have been received for the handicap doors for the lower level and a grant will be submitted in the near future. **HOSPITALITY:** Life Care is no longer sponsoring monthly bingo but may do it quarterly in the future. The Hospitality Committee will sponsor both monthly bingo parties. February 9 is the scheduled Valentine Party and early bingo on February 23. St. Patrick's Party is scheduled for March 15 at 11:00 and Bingo on March 29.

HR/POLICY & PROCEDURE: The Committee is scheduled to meet on Monday, January 22, 2024 at 10:15 am. **MARKETING:** No Report. **TECH TEAM:** No report. **TRIPS:** No report.

NEW BUSINESS: None

Being there was no further business to be brought before the Board, motion by Member Schmidt, supported by Member Ellie Rogers to adjourn at 11:00 am. Motion carried. Next meeting Thursday, February 15, 2024 at 10:00 am.

Respectfully submitted,

Sharon Phillips, RVSC Board Secretary