

RIVER VALLEY SENIOR CENTER
REGULAR BOARD OF DIRECTORS' MEETING MINUTES
Thursday, October 17, 2024

PRESENT: Barb Wojtczak, Curtiss Alvarez, Frank Schmidt, Dorothy Palen, Peggy Wagner, Diane Kirk, Sandy Rosenthal, Ellie Rogers, Sue Rogers, Elizabeth Palulis, Marilyn Griffiths, Sharon Phillips, Evia King and Director Hawkins Absent: None. Guests: Karie Mansfield, Ashlei Jones, Donna Pydle, Sue Jones. The meeting was called to order at 10:05 am by President Wojtczak. **QUORUM** was established. President Wojtczak recognized new board members: Elizabeth Palulis, leads the Yoga classes on Monday and is also President of the River Valley Garden Club. Sandy Rosenthal coordinates the donated bread and delivers it to the Center on Fridays. Dianne Kirk has served on the Hospitality Committee for several years and assists with the Foot Clinic, crafts and Wii bowling. Director Hawkins introduced our new employee, Ashlei Jones, who will work part time as the Senior Services Coordinator. She previously worked at the Harbert Post Office, and many know her from there.

ELECTION BOARD OFFICERS: Ellie Rogers, Chairman of the Nominating Committee, presented the slate of officers for the Board and made a motion to nominate Barb Wojtczak as President, Ellie Rogers for Vice President, Sharon Phillips for Secretary and Evia King and Sue Rogers as Co-Treasurers. Motion supported by Member Alvarez. Motion carried. Motion by Member Schmidt, supported by Member Palen to approve the minutes of the September 19, 2024, meeting as presented. Motion carried. **PUBLIC COMMENTS:** Sue Jones asked about moving Public Comments to the end of the meeting instead of the beginning so that comments can be made then on issues raised during the meeting. Motion by Member Phillips, supported by Member S. Rogers to approve the **AGENDA** as presented. Motion carried. **COMMUNICATIONS:** None.

FINANCIAL REPORT: Member S. Rogers presented the September Financial Report which shows the Beginning Cash Balance \$564,356, Revenue \$3173.77, Expenditures \$25,719.76, Ending cash Balance \$541,810.01. This represents 84% of the last fiscal year's budget 10/1/23-9/30/24. The financial reconciled statement agrees with the Balance and Profit and Loss Statement prepared by Advantage Business Services for September 2024. Motion by Member E. Rogers, supported by Member Kirk to approve the Financial Report as presented. Motion carried.

OLD BUSINESS – DIRECTOR'S REPORT: See written report dated 10-11-24. Highlights include employee Ashlei Jones' first day was October 7. Estimate for generator was \$38,460.19. The Facility Committee will explore the options and costs of a Hybrid Generator for freezers, refrigerators etc. We are waiting for an estimate from Reith Riley for the lower parking lot. Quote for exercise equipment for Nu-Step pedal pusher is \$4500.00. We are awaiting approval from the Pokagon Fund for Christmas food give away. The recipients of the Jackie Shen Fudge Sale for 2024 are RVSC and Senior Nutrition. Motion by Member S. Rogers, supported by Member King to approve the Director's report as presented. Motion carried. **AUDIT:** The Committee is scheduled to meet and work on information for the Auditor which is due by November 1. Documents will be uploaded to the Share Drive.

FACILITY: Committee will schedule a meeting as soon as new committees are formed. **GRANTS:** See information covered in Director's Report. **HOSPITALITY:** Oktoberfest is scheduled today from 3-6 pm. Other upcoming events include Halloween party on October 25, Veteran's Breakfast November 7, Craft Show Saturday, November 9, Bingo on November 8 & 22, Lighting of Christmas tree & Sing-along with choir November 6, and Christmas party date to be determined.

MARKETING: Karie Mansfield will remain on the committee, but a chairman is needed

NOMINATING: No report.

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POLICY & PROCEDURE: Early voting was added to the Bylaws last year. The committee will schedule a meeting soon. **TECH TEAM:** Tom Gear from PC Services met with Donna, Tim and Dennis Wojtczak regarding computer upgrades when Windows 10 becomes obsolete in October 2025. We currently have six computers and plans are underway to have four possibly replaced. As a non-profit we can purchase through Tech Soup at a reduced cost. **TRIP/TRAVEL:** Blue Gate Theater is scheduled for October 24 with 34 attending.

NEW BUSINESS: A list of Committees and descriptions was given to each board member and should be returned at the next board meeting on November 21. Being there was no further business to be brought before the board, motion by Member Schmidt, supported by Member E. Rogers to adjourn at 11:00 am. Motion carried.

Next meeting scheduled for Thursday, November 21, 2024, at 10:00 am.

Respectfully submitted,

Sharon Phillips, RVSC Board Secretary