

RIVER VALLEY SENIOR CENTER
REGULAR BOARD OF DIRECTORS' MINUTES
Thursday, March 20, 2025

PRESENT: Elizabeth Palulis, Marilyn Griffiths, Sandy Rosenthal, Dorothy Palen, Peggy Wagner, Dianne Kirk, Curtiss Alvarez, Frank Schmidt, Ellie Rogers, Sue Rogers, Evia King, Sharon Phillips, Barb Wojtczak, Director Hawkins. Absent: None. Guests: Donna Pydle. The meeting was called to order by President Wojtczak at 10:00 am. **QUORUM** was established. **MINUTES:** Motion by Member Schmidt, supported by Member Alvarez to approve the minutes of the February 26, 2025 meeting as presented. Motion passed. **PUBLIC COMMENTS:** None. **AGENDA:** Motion by Member King, supported by Member Phillips to approve the Agenda as presented. Motion passed. **COMMUNICATIONS:** Director Hawkins read a thank you card from John & Joe Murphy for the use of a hospital bed through our loan closet. Thank you note was read from Bob Harbert for the bread that is available to seniors at RVSC.

FINANCIALS: Member S. Rogers presented the February 2025 Financial Report which shows the Beginning Cash Balance \$476,439.02, Revenue \$1740.18, Expenditures \$28,339.09, Ending Cash Balance \$449,840.12. The Financial Reconciled Statement agrees with the Balance and Profit and Loss Statement prepared by Advantage Business Services for February 2025. Director Hawkins announced we are 5/12 or 41.7% through our FY Budget and have spent 30% of the funds allocated. Motion by Member E. Rogers, supported by Member Palen to approve the Financial Report as presented. Motion passed. **OLD BUSINESS – EXECUTIVE DIRECTORS REPORT:** See written report dated 3-10-25. Highlights include: 1) Director Hawkins and Donna Pydle met with Lisa Richmond from Woodland Terrance and Elizabeth Martin from Willows about working together on programs and volunteer recognition events for RVSC. He also met with Dave Bunte, Chikaming Supervisor about partnering opportunities with Harbert Park. Other issues will be covered under Facility Committee.

AUDIT: Member King has checked with Horizon Bank about their current rate on 5 month CD which is 4.15% and the need to protect funds over \$250,000 in one institution. Banks, however, do move additional funds into a "sway account" so funds are protected. After discussion, motion by Member Phillips, supported by Member King to put the recent millage check for \$128,864.16 into a 5 month CD at Horizon Bank. Motion carried. Executive Director Hawkins, Treasurers King and Rogers and Finance Committee Member Phillips will schedule a meeting with Horizon Bank and complete the required paper work. **FACILITY:** 1) Executive Director Hawkins discussed the quote received for \$64,207 from Reith Riley to expand the parking lot in the lower level. Arndt is supposed to give a quote this week as well as Shembarger. Director Hawkins stated there are additional funds of \$69,655 in the General Fund and is suggesting the Facility Committee review the quotes and select the company to award the project to. He is asking the board to approve the funds so that once a vendor is selected we can get on the schedule for completion of the work. Motion by Member E. Rogers, supported by Member Palulis to approve up to \$65,000 for the expanded driveway project. Motion passed. 2) Director Hawkins has reviewed the guidelines from Chikaming and graphics/video is not permitted on the sign and the brightness is monitored as well as the time between messages. 3) A dumpster has been delivered and Mike Deeds and his brother are removing the old shed to make room for the new raised garden beds. They are looking at a shed to put behind the garage to house additional loan closet items. Several options are available including a kit from Menards. Prices range from \$4390 to \$6800 plus labor and also a concrete slab will need to be done first to set the shed on. 4) Committee still waiting on quote and info from Dale Layman for the railing down the driveway. 5) Member Schmidt brought up the issue of security for the facility, cameras and also control of keys for the building. He suggested we need a policy. This will be referred to the Policy & Procedure

Committee for review and whether RVSC needs a separate policy or if it is included in the Employee Personnel Manual or as an item on the Policy for Use of Facility. **GRANTS:** None. **HOSPITALITY:** Minutes RVSC Board Directors, March 20, 2025 -2-

Member Wagner stated 75 attended the recent St. Patrick's Day Bingo. There will be a potluck in April with instructions forthcoming in the newsletter. Take-out containers will be available for left overs. Mother's Day brunch/luncheon is planned for May 9 with no bingo. A trip to Turkeyville to see the comedy Nunsense is scheduled for June 5. Cost is \$95 per person due at the time of registration. Additional information will be in the next newsletter. It was suggested trips be planned a little further out to give clients time to save money for the trip. Turkeyville is located in Marshall, MI, about 2 hours by bus and will leave the Center at 9:30 am and return around 6 pm. If there are 20 or less, the trip will be cancelled. Final count is due by May 15. Information will be posted on our website. **HR COMMITTEE:** Member Wojtczak reported the committee met and has completed the four job descriptions for Transportation Coordinator (Susan Buckingham), Health and Wellness Coordinator (Donna Pydle), Senior Services Coordinator (Ashlei Jones) and Maintenance Assistance/Custodian (Brian Rochan). A lot of time was spent reviewing and rewriting the current responsibilities and qualifications. The job descriptions were written for the position and not the person currently employed in that position. Their names are listed in parenthesis for information only as to who is currently performing that job. Motion by Member Phillips, supported by Member E. Rogers to approve the job four descriptions as presented. Motion carried. The committee has two left to complete for Executive Director and Facility Maintenance Technician. They will then update the Succession Plan with the new job titles. **MARKETING:** Member Rosenthal stated the committee has several ideas about starting a euchre group, t-shirts for raffle prizes and scheduling a joint meeting with Hospitality and Marketing to expand on ideas and activities for our clients. Member Palulis stated she was at St. Joe Senior Center recently for a watercolor class and they had approximately 50 persons playing euchre. The two committees will meet on March 30 at 11:30. **NOMINATING:** None. **POLICY & PROCEDURE:** None. **TECH COMMITTEE:** President Wojtczak gave an update on status of the new computers. After three weeks they have discovered there is a problem with network from PC Services and being able to log into some of the software programs as the license numbers are not available. Also, Tech Soup has not been forthcoming on getting numbers from them to install and transfer the current software onto the new computers. We have 355 Dell points and plans are to purchase two 27" monitors. The Committee is asking for an additional \$3000 for software and virus protection for the new computers. After discussion, it was noted there is \$7500 still in budget minus the \$5000 for the new computers that has not been posted yet. Member Phillips suggested we approve at least an additional \$5000 for software and other costs that may be associated with getting the new computers up and running. Motion by Member E. Rogers, supported by Member King to approve up to \$7000 in additional funds for computers and software. Motion carried. **TRIPS:** Director Hawkins announced the trip to Turkeyville to see "Nunsense" scheduled for June 5. **NEW BUSINESS:** None. **PUBLIC COMMENTS:** Donna Pydle asked that if anyone does work at RVSC are they required to show Proof of Liability for insurances purposes and a copy is kept on file. RVSC follows this policy and requires Proof of Insurance. **CLOSED SESSION:** President Wojtczak asked the public and Director Hawkins and Member Rosenthal to leave the meeting for a Closed Session. Motion by Member E. Rogers, supported by Member King to go into closed session at 11:25 to discuss the actions of the Director and Board Member Rosenthal at the February board meeting. Motion carried. Motion by Member Griffiths, supported by Member Alvarez to end the Closed Session at 12:32 and resume the Board of Directors' Meeting at 12:34 pm. Motion carried. **PUBLIC COMMENTS:** None. Since there was no further business to bring before the Board, motion by Member Palen, supported by Member E. Rogers to adjourn at 12:37 pm. Motion carried. Next meeting April 17, 2025 at 10:00 am.

Respectfully submitted,
Sharon Phillips, RVSC Secretary