

RIVER VALLEY SENIOR CENTER
REGULAR BOARD OF DIRECTORS' MEETING MINUTES
Thursday, November 21, 2024

PRESENT: Barb Wojtczak, Peggy Wagner, Evia King, Ellie Rogers, Sharon Phillips, Frank Schmidt, Curtiss Alvarez, Dorothy Palen, Marilyn Griffiths, Dianne Kirk, Sue Rogers, Sandy Rosenthal, Elizabeth Palulis and Director Hawkins. **Absent:** None. **Guests:** Donna Pydlek. The meeting was called to order at 10:00 am by President Wojtczak. **QUORUM** was established. Motion by Member E. Rogers, supported by Member Schmidt to approve the **minutes** of the October 17, 2024 meeting with correction to show Member Kirk's first name should be Dianne and Bingo scheduled for November 8, not 7th. Motion carried. **PUBLIC COMMENTS:** Donna Pydlek thanked Member Rosenthal for the delicious cupcakes for today's meeting. **AGENDA:** Motion by Member Alvarez, supported by Member Phillips to approve the Agenda as presented.

COMMUNICATIONS: Director Hawkins read a thank you note being sent to LeRoy & Elaine Dinges of Dinges Farms for their donation of pumpkins and gourds to RVSC. Board Manuals have been given to the three new board members. Copies of the Policies & Procedures were given to each board member to place in their binders, which will replace the old ones, along with a list of future dates for board meetings. New list of 2024-2025 board members with their email, phone number and address was given to board members. Members should notify Director Hawkins if there are any errors. An order form was given to board members regarding the 2024 Jackie Shen Fudge Sale. Deadline is December 15 to turn in orders. Checks should be made to RVSC. The fudge can be picked up at RVSC even though form says pick up at Jackie's Cafe. Member Rosenthal asked about correcting the order form and discussion followed regarding possibly adding a note or sticker/label to the form updating the information. Director Hawkins will check into this. Each board member's name is on their packet of information for their Board Manual. President Wojtczak raised the question about the Table of Contents being changed since at last meeting it was discussed that Table of Contents was being redone and would be given to members to check their manuals to see what Policies & Procedures they were missing. Director Hawkins stated that Ashlei had copied all the policies & procedures for everyone and she listed Table of Contents in different format.

FINANCIALS: Member S. Rogers presented the October Financial Report which shows Beginning Cash Balance \$541,810.01, Expenditures \$26,422.00, Revenue \$2,985.48, Ending Cash Balance \$518,373.49. The Financial Reconciled Statement agrees with the Balance and Profit and Loss Statement prepared by Advantage Business Services for October 2024. Motion by Member Palen, supported by Member Wagner to approve the Financial Report as presented. Motion carried.

OLD BUSINESS – DIRECTOR'S REPORT: See written report on file dated November 21, 2024. Highlights include Ashlei Jones' 45 day probationary period ends today. Director Hawkins called Rieth Riley on November 13 about their estimate for the lower parking lot. They stated they are waiting on an excavation estimate before they can complete the estimate for RVSC. Discussion followed and it was suggested to send the issues on the Rieth Riley estimate and cost for generator back to the Facility Committee for further research. Director Hawkins has talked with Bruce Graham about tree trimming and he will check with Mike Deeds. Pokagon Fund met yesterday and we should be hearing on our request for funds for our Holiday Commodities. Motion by Member Griffiths, supported by Member King to approve the Director's Report as presented. Motion carried.

AUDIT: Member King reported all information has been given to the Auditor. We are waiting for a date when they will present their report to the board. **FACILITY:** Member Phillips stated a meeting will be scheduled as soon as the new list of committee members is finalized. **GRANTS:** We are waiting to hear if the Pokagon Grant for Holiday Commodities was approved. **HOSPITALITY:** Member Wagner announced seventeen attended the Veteran's Breakfast. There were seventeen vendors for the Craft Show on November 9. The Giving Tree for hats, scarfs, mittens etc will be up until December 6. A Thanksgiving meal will be served at tomorrow's bingo. Tree lighting and sing-a-long with choir is scheduled for December 6 with the movie "Prancer" to be shown afterwards. Christmas commodities will be added to the monthly commodities on December 11. The Christmas party and bingo is scheduled for December 13 with a \$2.00 gift exchange. There is only one bingo scheduled for December and Life Care will resume their bingo date in January. Member Wagner brought up having a potluck for the Christmas bingo as several clients had asked her about the possibility of having a potluck for Christmas. Discussion followed and motion by member Wagner, supported by Member Rosenthal to have a potluck for the December 13 Christmas party. Motion carried. Member Alvarez then raised the issue of board having final approval. Director Hawkins felt the issue should go back to the Hospitality Committee. Discussion followed as to how to announce there would be a potluck for Christmas. It was suggested to announce it at tomorrow's bingo and Donna Pylek offered to make a flyer to post at the center. **MARKETING:** We need a board member to step forward for Marketing Chairman. **POLICY/PROCEDURE:** Member Griffiths stated a meeting will be scheduled in January. **TECH TEAM:** No report. **TRIPS:** Director Hawkins announced the trip to Blue Gate Theater had 34 paid and was a break even event. **COMMITTEE DESCRIPTIONS/SELECTIONS:** An old list was given at last meeting, and it should be noted that HR is separate committee from Policy & Procedure. Members should return their sheets for committee assignments to President Wojtczak so she can finalize a new list of committee members. **NEW BUSINESS:** 1) Director Hawkins announced that the estimate from Doubleday for the Fire Proof File Cabinet is \$1,995.00 and includes delivery and set up. Motion by Member E. Rogers, supported by Member Kirk to approve purchase of the file cabinet. Motion carried. 2) Cost to repair the rust on Van #5 from Lakeshore Body Shop is \$1,356.65. Motion by Member Schmidt, supported by Member King to approve the repair. Motion carried. 3) Discussion about having Public Comments at the end of the meeting or having at beginning and end. Issue will go back to the Policy & Procedure Committee for recommendation to the board.

Meeting adjourned at 11:06 am. Board went into closed session. Meeting was called back to order at 11:20 am and Member Rosenthal asked about extra boxes of food in the garage. Director Hawkins explained how some months extra is delivered for commodities and other months more people show up and they are short. He will talk with the staff to check into reusing or returning the extra food. Next meeting scheduled for December 19. It was decided to have a holiday celebration and members will bring an appetizer, dish or dessert to share. Motion by member King, supported by Member Palen to adjourn at 11:30 am. Motion carried.

Respectfully submitted,

Sharon Phillips, RVSC Board Secretary