

RIVER VALLEY SENIOR CENTER
REGULAR BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, February 26, 2025

Due to weather conditions, the regularly scheduled meeting for Thursday, February 20, 2025 was rescheduled for today. **PRESENT:** Barb Wojtczak, Sandy Rosenthal, Dorothy Palen, Dianne Kirk, Ellie Rogers, Evia King, Sharon Phillips, Frank Schmidt, Elizabeth Palulis, Peggy Wagner, Sue Rogers, Curtiss Alvarez and Director Hawkins. Absent: Marilyn Griffiths (out of town). Guests: Donna Pydle. The meeting was called to order at 10:00 am by President Wojtczak. **QUORUM** was established. Motion by Member S. Rogers, supported by Member King to approve the minutes of the January 16, 2025 meeting as presented. Motion carried. **PUBLIC COMMENTS:** Member Schmidt asked if the flag pole had been repaired so that it could be flown at half-mast in the future. Director Hawkins stated the problem was the telescopic pole froze recently, but hooks are now in place so the flag can be lowered to half-mast when necessary. Member Phillips thanked Member Rosenthal for bringing the bread in on a Saturday so that it would be available for clients Monday morning. It could not be delivered as usual on Friday due to weather conditions. Director Hawkins questioned asking an employee to open the building on a Saturday, and he stated he should have been called instead. The employee was already in the building working on an MMAP assignment. **AGENDA:** Motion by Member Phillips, supported by Member Kirk to approve the Agenda as presented.

COMMUNICATIONS: Director Hawkins passed out an updated list of board members. Note corrections of email addresses for Members Kirk and Wagner. Director Hawkins read an email from Chikaming Township regarding schedule for installation of high speed internet. The website to check when scheduling will be done in various locations is www.teammidwest.com/internet. A letter has been sent to Meijer regarding the food give away for next Christmas. Director Hawkins gave a presentation to St Mary Over 50 Club and they donated \$100 to RVSC. A thank you note was sent to River Valley Garden Club for the recent donation of \$500 toward the raised garden beds and also to Phyllis Budarz and Alice Mullen Trust for their donation of \$250 each for the raised beds. He read an email from the Director at Buchanan Senior Center who stated that the first millage check may be for the total amount of \$433,552 instead of receiving it in quarterly installments. The Cook Nuclear Plant won their recent appeal on taxes so the amount will not be affected this year but next year's millage amount will probably not increase.

FINANCIAL REPORT: Member S. Rogers presented the January 2025 report which shows Beginning Balance \$503,011.99, Revenue \$10,074.95, Expenditures \$36,647.84, Ending Cash Balance \$476,439.10. The Financial Reconciled Statement agrees with the Balance and Profit and Loss Statement prepared by Advantage Business Services for January, 2025. The Finance Committee will check with Horizon Bank regarding investing some funds at a higher yield rate than the rate we are receiving from 5/3. Motion by Member Wagner, supported by Member Palen to approve the Financial Report as presented. Motion carried.

OLD BUSINESS – DIRECTOR'S REPORT: See written report dated 2-20-25. Highlights include Director Hawkins & Susan Buckingham recently met with Jeff Sherman regarding animation for our outside sign. Michigan Secretary of State mobile office will be at RVSC on April 9, 2025. RVSC staff and volunteers have completed 100 tax returns to date. Member Alvarez reported he recently met with his oncologist who praised RVSC for their transportation service in bringing clients for medical treatment. Motion by Member Phillips, supported by Member S. Rogers to approve the Director's Report as presented. Motion carried. **AUDIT:** No report. **FACILITY:** Member Palulis reported on the raised garden bed project. It is recommended we order eight beds with four 4'x2' (\$210 ea) and four 6'x2' (\$250 ea) beds from St. Joseph Lincoln Senior Center. We will provide the soil. They will be located on the south side of the center on the concrete base where the current old shed is. After

discussion, motion by Member Palulis, supported by Member Palen to authorize \$2500 for the project. Member Phillips reported we are waiting on quotes for the back parking lot project, handrail down the driveway, new shed and concrete pad behind the current garage. It was suggested to check with Menards regarding price of shed as they currently have an 11% rebate. **GRANTS:** Paper work has been submitted to Meijers for food giveaway in December **HOSPITALITY:** Member Wagner reported the January bingo had 62 attending and February Valentine party had 50+ clients sign up. The committee also provided 19 Valentine bags for the shut-ins through SNS. March 14 is the date for the St. Patrick's Day bingo with corned beef and cabbage being served. There will be a potluck in April. **Marketing:** Member Rosenthal reported the committee met recently and is checking into the possibility of upgrading the sign outside and redoing the tri-fold pamphlet. Member Palulis is working with Ashlei Jones on updating the website. Donna Pydle is working with My Senior Center updating the information in the software program. The committee will meet again on March 31 at 11:30 am **POLICY & PROCEDURE:** In the absence of Chairman Griffiths, Member Phillips presented the recent updated policies for Adoption. Motion by Member E. Rogers, supported by Member King to approve Resolution No. 14-04-16-3 Document Retention and Destruction Policy. Roll call taken and motion passed. Motion by Member Palulis, supported by Member E. Rogers to approve Resolution No. 15-01-21-3 Purchasing Through Payment Policy. Roll call taken and motion passed. **TECH COMMITTEE:** Member Wojtczak reported the four new computers arrived. They have been trying to install Tim's new computer but are having problems as they can't log on to the network and Tom Gear from PC Services said he has given them all the log in numbers he has. Ellen Diener is working with Microsoft to try to get the information needed. It is recommended to bring the administrator of the software in house and eliminate a 3rd party and middle man. PC Services has increased their rate from \$150 to \$180 per hour. The committee recommends employees install nothing more on the old computers, and they will decide what to transfer to the new computer. The Tech Team recommends having a written policy stating the computers belong to RVSC and personal information should not be stored on them, They need to establish a requisition form when requesting any new software, download of any programs or call for service so that one person will maintain the log and coordinate all purchasing and service requests. Passwords for individual computers should be stored in a locked cabinet for access should the need ever arise in the future. The Tech Team will present a policy to the Policy & Procedure Committee for review and then board approval. **EXCESS COMMODITY FOOD IN THE GARAGE:** Member Rosenthal asked Executive Director what happened to the multiple cases of food that were in the garage which included some expired food and many cases that were not expired. Director Hawkins stated he told Mike to return it. Member Rosenthal said she was told by SMCAA Warehouse in Benton Harbor that they did not take food back and questioned where it went. Director Hawkins stated he will check out the policy. RVSC plans to attend a training session in the spring. They should receive paperwork with the next shipment, and it should state what to do with excess food in the future. Director Hawkins then stated we are placing expired bread out for clients so Member Rosenthal stated she would no longer bring the bread to the center. **COMMITTEE MEETINGS:** Member Alvarez stated we are following Roberts Rules for our meetings. **STARTING TIME BOARD MEETING:** After discussion, motion by Member Alvarez, supported by Member Schmidt to keep board meetings at 10:00 am. Member Phillips, due to health concerns, requested meeting time move to 10:30 or 11:00 am. Discussion closed. Motion passed with Member Phillips voting nay. Motion by Member Rogers, supported by Member Phillips to adjourn at 12:00 noon. Next meeting March 20, 2025 at 10:00 am.

Respectfully submitted,

Sharon Phillips, RVSC Secretary