

RIVER VALLEY SENIOR CENTER
REGULAR BOARD OF DIRECTOR'S MEETING MINUTES
Thursday, July 17, 2025

PRESENT: Dorothy Palen, Peggy Wagner, Barb Wojtczak, Sharon Phillips, Ellie Rogers, Sue Rogers, Evia King, Frank Schmidt, Marilyn Griffiths, Sandy Rosenthal, Dianne Kirk and Curtiss Alvarez.

Absent: Elizabeth Palulis (family illness). **Guests:** Director Hawkins, Vytenis Zygas, Mary McCormick, Donna Pydlek

The meeting was called to order at 10:00 am by President Wojtczak, **QUORUM** was established.

Motion by Member Ellie Rogers, supported by member Sue Rogers to approve the **MINUTES** of the June 19, 2025 with the addition of including the reason the Board went into closed session . The minutes will be revised and include the closed session discussed the Director's update on Ninety Day Action Plan. Motion carried. **PUBLIC COMMENTS:** Mary McCormick addressed the board about safety at RVSC and gave a note to Director Hawkins and President Wojtczak. **AGENDA:** Motion by Member King, supported by Member Schmidt to approve the Agenda as presented. Motion carried.

COMMUNICATIONS: Director Hawkins reported that two vans recently had problems and Van #3 hit a deer and will need to be repaired. There is a \$500 deductible. The other van sustained a broken window while at Damon Auto Repair and this will be repaired at no cost to RVSC. A recent email was received from Vytenis Zygas and sent to the Executive Board. The Auditor, Lynda Elie, has sent a questionnaire with multiple questions to be completed by our Accountant and the Finance Committee.

FINANCIAL REPORT: Member Sue Rogers presented the June 2025 Financial Report which shows the Beginning Cash Balance \$462,111.74, Expenditures \$26,778.88, Total Revenue \$279,066.51, Ending Cash Balance \$714,399.37. The Financial Reconciled Statement agrees with the Balance and Profit and Loss Statement prepared by Advantage Business Solutions for June 2025. Budget reflects we have spent 62% of 75% of the budget for FY 2024-2025. Motion by Member Alvarez, supported by Member Wagner to approve the Financial Report as presented. Motion carried. **EXECUTIVE**

DIRECTORS REPORT: Information has been submitted to Brian Chambers of the Health Department with the required SOP's for kitchen certification. He has not heard from Brian Rochon since his surgery on July 8 but he was at the Center last night and left a shirt outside to dry. He still has the master key which he did not turn in yet. Director Hawkins has talked with Tim's Tours about resuming casino trip to Four Winds and cost will be \$30 per person. We will need 15 people to sign up. More information to follow. See typewritten report dated July 17, 2025. Motion by member Sue Rogers, supported by Member Palen to approve the report as presented. Motion carried, **OLD**

BUSINESS – COMMITTEE REPORTS: AUDIT AND FINANCE: Member King reported the Committee met to work on the Chart of Accounts but will table this until they meet with Lynda Elie as they have some questions about which account numbers to use for certain items. **FACILITY:**

Director Hawkins reported some projects have been completed and a meeting will be scheduled soon.

GRANTS: Director Hawkins previously reported on the \$1400 grant from Pokagon Fund and \$500 grant from Meijer for Holiday food. **HOSPITALITY:** Member Wagner reported The Tea and Fashion Show was cancelled and will be rescheduled at a later date. The Picnic will be on July 25 with bingo and games. Another Bingo is scheduled for August 22 and Volunteer Appreciation Day for August 29.

Volunteers will receive a \$10 Gift Card. Elvis is scheduled for September 27 for a cost of \$10 per ticket and will be held indoors. Other dates included Bingo on September 26 and Oktoberfest on October 16. **HR/PERSONNEL:** Member Wojtczek reported the Executive Committee met and has finished the Succession Plan. **MARKETING:** Member Rosenthal reported that Euchre is scheduled today and there were 22 persons last week. Posters are up and article appeared in Harbor Country News. The T-shirts have been selling very well. Large cardboard will be purchased to glue the completed puzzles on and they will be posted in the garage. Clients seem to be enjoying the new puzzle table.

NOMINATING: Member Ellie Rogers reported an article will be in the August newsletter and also Harbor Country News about the Annual Meeting and open positions for the Board of Directors. Members should notify her ASP if they plan on seeking reelection. Deadline for applications is October 1. She will be out of town for the August board meeting but will schedule a meeting in September, if necessary, to review any applications received. **POLICY AND PROCEDURE:** The Committee will schedule a meeting in August. **TECH COMMITTEE:** A lock has been placed on the room where the server will be located and codes will be given to those who need access. Donna and Barb have offered to clean the room. To date Tim Hawkins, Reggie Curtis, Dennis Wojtczak, Donna Pydle, Evia King & Sue Rogers have codes to the room. Now that the IT Policy and Procedure has been approved, the IT Manual will be given to staff members and they will sign a sheet that they have received it and will adhere to the guidelines. Copies were given to board members for reference and information only. North Berrien has asked if we would share our IT Manual with them and Reggie Curtis will get a copy for them. Fire Protection for the building and IT Room was discussed and will be referred to the Facility Committee for follow up. Member Griffiths reported members should file their copy of the IT Manual behind the Tech Policy in their binders. Reggie Curtis will collect passwords from the staff for their computers. Employees will give them to him in sealed envelopes. **TRIPS:** Director Hawkins reported the South Bend Cubs game has 15-16 persons going and they will be taking two vans. **NEW BUSINESS:** None. **PUBLIC COMMENTS:** Member Alvarez asked everyone to keep Elizabeth and her husband in their prayers during this difficult time as Victor is undergoing additional surgery. Motion by Member Alvarez, supported by Member Ellie Rogers to go into closed Executive Session at 11:02 pm to discuss Director Hawkins progress on 90 day plan, his annual evaluation and strategy for hiring new director upon Director Hawkins retirement in March 2026. Regular board meeting resumed at 12:35 pm. Director Hawkins and Vytenis Zygas returned to the meeting. Being there was no further business to come before the board, motion by Member Schmidt, supported by Member Alvarez to adjourn at 12:36 pm. Motion carried. Next meeting August 21, 2025 at 10:00 am.

Respectfully submitted,

Sharon Phillips, RVSC Secretary