

RIVER VALLEY SENIOR CENTER  
REGULAR BOARD OF DIRECTORS' MEETING  
Thursday, August 21, 2025

**PRESENT:** Dorothy Palen, Dianne Kirk, Barb Wojtczak, Sue Rogers, Evia King, Sharon Phillips, Frank Schmidt, Marilyn Griffiths, Curtiss Alvarez, Sandy Rosenthal, Peggy Wagner and Director Hawkins. Absent: Ellie Rogers (out of town) Guests: Mary McCormick, Donna Pydle, Vytenis Zygas. The meeting was called to order at 10:03 by President Wojtczak who welcomed the board and guests. **QUORUM** was established. **MINUTES:** Motion by Member Kirk, supported by Member Schmidt to approve the minutes of the July 17, 2025 with one correction to add Member Kirk as present at the meeting. Motion carried. **PUBLIC COMMENTS:** Vytenis Zygas addressed the board once again regarding printing of the monthly newsletter and the cost involved. **AGENDA:** Motion by Member Alvarez, supported by Member Phillips to approve the Agenda as presented with the addition under Old Business of the acceptance of Director Hawkins letter of resignation.

**COMMUNICATIONS:** Director Hawkins read a note from Chris Paskvan and Robin Brown who made a donation to RVSC in memory of Marty Labine. Director Hawkins passed around a Volunteer Appreciation Month Resolution for board members to sign along with the employees. Director Hawkins discussed the flower fund, which the board supports, and Dianne Kirk thanked the board for recent flowers she received. Employee, Brian Rochon, had an appointment on the 18<sup>th</sup> and still has restrictions on returning to work. He will remain off work until he is released to full duty with no restrictions and has completed his physical therapy. Invoice received from West Bend Insurance and will be reviewed by the Finance Committee. Notice was in Harbor Country News announcing the Craft Show in November and the upcoming Elvis Night on September 27. Director Hawkins read a note from Member Elizabeth Palulis resigning from the board effective July 21 2025 due to family circumstances. She thanked members for the opportunity to serve and will resume yoga classes at a later time. Director Hawkins read an email from the attorney for Vytenis Zygas regarding his FOIA request. The Executive Committee met recently and has agreed to hire an attorney to provide legal advise on the multitude of FOIA requests and information requested from Mr. Zygas. **FINANCIAL**

**REPORT:** Member Sue Rogers presented the July 2025 Financial Report which shows the Beginning Cash Balance \$714,399.37, Total Revenue \$4,753.67, Expenditures \$46,001.19, Ending Cash Balance \$673,151.85. The Financial Reconciled Statement agrees with the Balance and Profit and Loss Statement prepared by Advantage Business Solutions for July 2025. Motion by Member Palen, supported by Member Kirk to approve the July 2025 Financial Report as presented. Motion carried.

**DIRECTOR'S REPORT:** See monthly report dated 8-21-25. CPR/AED training for staff and receptionists is scheduled for September 15. The locks on the outside of building and the garage were changed yesterday. Work on the lower parking lot is scheduled to begin in the next few days. On 8-13-25 Director Hawkins transferred \$50,000 from the Money Market Account into the checking account. Our Auditor has requested this be recorded in the minutes each time it occurs. Motion made by Member Wojtczak, supported by Member S. Rogers that the Executive Director can transfer in \$50,000 increments when it is necessary to add money to the checking account from the Money Market Account to meet RVSC expenses. Motion carried. **OLD BUSINESS:** Motion by President Wojtczak, supported by Member King to accept the letter from Director Hawkins that was presented at the June board meeting announcing his retirement effective March 11, 2026 Motion carried. **AUDIT:** Member King announced they had met with Auditor, Lynda Elie about questions on the chart of account numbers and to fill out a 22 page report which will deal with internal controls and audit checks. She announced the CD was renewed today at 4% for another five months. We invested \$128,864.16 and it increased \$2212.54 the previous five months and is now at \$131,076.70. **FACILITY:** Per Director Hawkins the back driveway is due to be completed by October. The committee will schedule a meeting soon to go over any unfinished or future projects. **GRANTS:** No report.

**HOSPITALITY/EVENTS:** The cost for the Elvis Show is \$450 and he brings two additional singers. The cost per ticket is \$10 and the event will be held inside. Member Wagner announced the last bingo in July went very well. Questions arose about limiting the number of clients but it was felt we do not want to turn anyone away and have to make sure there is enough food available for everyone.

Volunteer luncheon is scheduled for August 29 and Woodland Terrance has donated a cake for the event. Life Care will do a bingo on September 12 and RVSC bingo on September 26. The Tea and Fashion Show is scheduled for October 9 at 1:00 pm. Oktoberfest is scheduled for October 16 from 4-7 pm.

**HR/PERSONNEL:** Member Wojtczak announced the committee met and finalized the Director's yearly evaluation. They will also schedule meeting to finalize the information for the personnel manual to include the new Michigan law effective October 1 for sick leave for employees who work 30 hours or less per week. **MARKETING:** The committee will host a Marketing Luncheon in the near future and invite clients from the community to get their ideas and input on events RVSC can host to meet their needs. A survey will include ideas for trips, outside speakers, classes, crafts, ballgames, concerts, how to partner with students at area schools to assist seniors with computer and cell phones, etc. The next Marketing Committee meeting is scheduled for September 25 at 11:30.

Member Rosenthal is also going to contact Liturgical Press (LPi) to get updated information on printing our monthly newsletter and do a cost comparison. **NOMINATING:** Member Wojtczak gave a report in the absence of Member E. Rogers. Applications were given to current board members if they want to update or make any changes to their bios. Member Griffiths has announced she will not seek reelection as she is taking a one year sabbatical for personal reasons. Several clients, including a current driver, have expressed interest in serving on the board. They will submit an application.

**POLICY/PROCEDURE:** The information Area Agency wanted included for clients who have a problem with transportation has been included in the Transportation Application under #5 Comments. They are encouraged to contact the Executive Director if they encounter a problem. The Policy did not have to be amended.

**TECH TEAM:** Four computers have been installed. The Committee will meet again to go over several issues employees have with the new computers and will also work on a policy when employees leave on how to purge or clean up data on their computer. Security for the locked room where the server is located was also discussed.

**TRIPS:** Director Hawkins announced the recent South Bend Cubs game was a success. Tim's Tours is going to do a monthly trip to Four Winds Casino starting in September. The cost will be \$30 which includes \$15 in free play and a \$10 food voucher.

**NEW BUSINESS:** None. **PUBLIC COMMENTS:** Donna Pydle commented on the new computers and the IT Manual and policy for employees to sign. Mary McCormick commented on receiving our monthly newsletter late for several months. Vytenis Zygas commented on the cost of the monthly newsletter and postage. Member Phillips commented on recent FOIA requests from Mr. Zygas.

Being there was no further business to come before the board, motion by Member S. Rogers, supported by Member Schmidt to adjourn at 11:45 am. Motion carried. Next meeting scheduled for Thursday, September 18, 2025 at 10:00 am

Respectfully submitted,

Sharon Phillips, RVSC Board Secretary