

**MEETING MINUTES FOR  
ACTIVE SENIORS, INCORPORATED  
100 Harvest Street, Salinas, CA 93901  
DATE: June 6, 2024**

**1. Call to order: 1:00 PM.**

**2. Roll Call:**

- a. Bob Whitlock, Donna Elder-Holifield, Virginia Yeater, Christine Higgins, Laura Ruggieri, Witold Piekarski, Sera Hirasuna, Gerry Reynolds, and Linda Evans
- b. Absent: Lionel Gill and Janet Street

**Guests:** Bob McGregor, Karen Towle, Dwight Freedman, Sharon Piazza, George Niesen, Margaret Neal, and Shirley Jones

**3. Minutes of Previous Meeting(s):** Minutes of the May 2, 2024 were submitted and approved.

**4. Correspondence:**

- a. ASI received the final distribution from Margaret Schlyter Trust of \$2375.38.
- b. ASI also received a donation of \$500 from Corral de Tierra Rotary Club.  
Thank you notes will be sent to both contributors.

**5. New Business:** President Bob Whitlock reported on the following new business items:

- a. The resignation of Board Secretary Ginny Yeater due to medical reasons. She will stay on the Board until December 2024. Search for her replacement has begun.
- b. CPR, AED, and safety training for activity leaders and office volunteers is being rescheduled. Date TBD.
- c. San Lyon Band commitment was approved by an email vote of Board members. Vote was 6 aye's, 1 abstention, 3 no reply. Activity Chair Sera Hirasuna will update on the San Lyon concert in her report.

**6. Old Business:** The following Old Business items were presented and discussed by the Board of Directors:

- a. **By Laws Changes:**  
By Law changes have again been sent to membership by email. Vote to be held at ASI's monthly luncheon on June 13, 2024.
- b. **Process for starting a new activity:**  
A procedure has been established by Activity Chair Sera Hirasuna and Director of Office Operations Karen Towle. Bob Whitlock stated that only policies need Board approval, not procedures.
- c. **Clarification of Policy for Activity Leader Compensation:**  
The consensus of the Board was to change "compensation" to "appreciation." The current procedure will continue.
- d. **Calendars for Activities, Board Meetings, Committee Meetings, fiscal and maintenance items have been created using ASI's Google account:**  
Bob Whitlock displayed a visual calendar showing ASI activities and meetings per room location. Rooms A and B can be reserved with this system. Currently, Bob Whitlock, Dwight Freedman, Bob McGregor, Karen Towle, and Sera Hirasuna have access to add/change items to the calendar. Future access to the Google mail/calendar to be determined.
- e. **Front doors status:**  
Bob Whitlock reported that the installation and painting of the automatic doors was completed on May 29, 2024.
- f. **The Final Draft of the Public Health Practices Policy and Kitchen Policy:**  
Bob Whitlock reported that the Policy Committee has requested additional time to finalize these policies before Board presentation.

- g. Safety person:  
Bob Whitlock announced that ASI member Barry Tomasini has volunteered for the position. A committee will be formed to present a job title and description of responsibilities for discussion and possible approval at next month's Board Meeting.

## 7. Special Officer Reports:

- a. Director of Finance Report:  
Director Bob McGregor reviewed the Income vs Expense 2024 monthly cash report and reported that all accounts are in good shape and ASI is in good financial status. He noted the \$1,807 equipment expense for the purchase of a gas grill. Bob clarified that the newly installed automatic doors are a \$28,000 capital expense. He stated that for added security there are no door handles.
- b. Director of Tours Report:  
Director Sharon Piazza reported that members are excited about the upcoming "Rosie the Riveter Museum Tour on Friday, June 14, 2024. The following trips and tours are scheduled:
- Annual Mystery Trip on Thursday, August 22 (wait list)
  - a local Behind the Scenes Wine Tour on Thursday, September 26
  - City Experiences not yet taking reservations for Fleet Week in October
  - ASI is on the wait list for reservations for "Clue" at the San Jose Center for the Performing Arts in November 2024
  - For 2025: In addition to Broadway shows in San Jose, a trip to the USS Hornet Museum in Alameda is a possibility. Currently there are 72 signed up for the Alaska Cruise August 11-22, 2025. An informational meeting with representatives from Pacific Grove Travel and the cruise company will be scheduled to answer questions.

## 8. Standing Committee Reports:

- a. Activities & Special Events:  
Chair Sera Hirasuna reported on the following:
- i. Updated Calendar (**Exhibit A**) New activities include two lectures by the Alzheimer Association scheduled for: Saturday, August 24, 2024; 1:30-2:30; "Healthy Living to Prevent Alzheimer's" and Saturday, October 12, 2024; 1:30-2:30; "Alzheimer's 10 Warning Signs".
  - ii. San Lyon Concert Update (Swing Band)  
Sunday, September 15, 2024; 1-3 pm, tickets \$25. Further details to come. She noted that Michael Gaines and Wayne McDaniel are co-chairing this event.
  - iii. Food Distribution: (**Added to Agenda**) Dwight Freedman reported that the recent food distribution day (240 bags) went well and wanted to recognize Linda Evans for the canopy donation.
- b. Publicity:  
Chair Wayne McDaniel's report was presented. (**Exhibit B**) Publicity Committee Member Laura Ruggieri reported that the listing for ASI in "**The Loop**" is now Senior Services.
- c. Kitchen:  
Chair Gerry Reynolds reported on the following:
- i. Results of committee meeting(s)
  - ii. He noted that the following procedures for the Kitchen have been written: General Kitchen, Luncheon Serving, Safe Food Handling, Fire Safety, and Take-Out meals. Gerry reported that these are complete and have been forwarded to the Policy and Procedure Committee for approval. Bob Whitlock reminded all Board Members and Committee Chairs the importance of written policies and procedures.
  - iii. June 13 Luncheon. – Reservation Deadline: Friday, June 8, 2024, 4:00 P.M. Gerry Reynolds gave a progress report on the June luncheon. A tri-tip barbeque is scheduled for July.

d. Technology/IT Committee:

i. Workshops:

Chair Dwight Freedman reported that 12 people attended the last Technology Workshop. He noted that Loaves Fishes and Computers have reorganized and volunteers plan to be at next month's workshop. Over 70 attended the AI and "Passkey" Tech Training on May 23, 2024. Dwight is getting calls that members are not receiving the newsletters due to blocking by certain carriers. He suggested members add ASI to their email directory or go to the ASI website and click on newsletters and print.

ii. Website updates:

Dwight Freedman reported that Jim Tripp continues to update the website. Dwight noted that there have been over 601 inquiries on the ASI website, 72% which are new.

e. Nominating Committee:

Chair Donna Elder-Holifield thanked the following committee members: Jerry Reynolds, Wayne McDaniel, Sera Hirasuna, and Robert Pettit. She noted that committee procedures have been written along with Board of Director's duties.

## 9. Standing Director Reports

a. Policy and Procedures and Info Committee:

Sera Hirasuna was recognized and asked if Linda Evans could give her report on the "Recognizing 65 years of ASI Volunteerism" activities. Permission was granted. Committee Chair Linda Evans reported that "Recognizing 65 years of ASI Volunteerism", Part 1 and Part 2, is scheduled for Saturday, September 28 and Saturday, October 5, 2024. Additional information to come. In July, as part of the volunteer recognition event, five free lunch coupons will be awarded to one volunteer in each of the following areas: 1) Activity Leaders; 2) Luncheon & Events (includes servers, decorators, and kitchen); 3) Office personnel; 4) Service area (includes food distribution and Mother's Burritos); and 5) Administration (board members, special directors, committee chairs, and others). Key personnel in each of the five areas will draw one volunteer's name. The coupon must be used within 90 days and requires a reservation.

Regarding Policies and Procedures, Chair Linda Evans reported the committee has seven policies that will be presented to the Board next month for discussion and approval.

b. Sunshine & Health:

Chair Donna Elder-Holifield requested a co-chair for the committee. She will ask for a volunteer at the next monthly luncheon.

c. Facility Maintenance:

Chair Bob Whitlock reported on the following:

i. Maintenance Procedures have been written and a new Maintenance Request form is available in the office.

ii. Bids for rewiring main room light fixtures

1. Boss & Son Electric \$1500 labor only. Approximate cost for bulbs: \$600

2. McBrides Construction \$1248 labor only.

Bob Whitlock and Bob McGregor both recommended the firm of Boss & Son Electric. A motion was made to rewire the main room light fixtures and to purchase bulbs at an expense not to exceed \$2,500. The motion was moved, seconded, and approved.

iii. Bids for replacing entry carpet with non-slip tile

1. Pacific Coast Tile \$2180

2. Powers Tile \$1725

Bob Whitlock recommended the bid from Pacific Coast Tile. A motion was made to accept the bid from Pacific Coast Tile at an expense not to exceed \$3,000. The motion was moved, seconded, and approved.

- d. Facilities Use:  
Chair Margaret Neal noted the use of the facility by the Listening Place Readers Theater on June 9, 2024 has been approved. Bob Whitlock reported a Lions Club would like to use the facility for a Bunko Party on Saturday, June 29, 2024 from 4 to 9 pm. Also, the Swiss American Club requested use of the building on July 13, 2024 from 12 to 5 pm. A policy regarding the use of alcohol will be presented at next month's Board Meeting.
- e. Programs/Speakers:  
In Chair Janet Street's absence, Karen Towle reported that programs have been scheduled through the end of 2024.
- f. Director of Office Operations:  
Director Karen Towle reported that Total Paid Membership Amount is \$25,318; Total Paid Membership Count is 748; and New Membership Count since October is 171.
- g. Grants:  
Chair Margaret Neal announced that she will be attending a workshop, "Preparing Successful Grant Applications" on July 16, 2024 from 9 am to 1 pm at Ryan Ranch. The workshop is for experienced grant writers and not beginners. A motion to paid the attendance fee of \$50 was made. The motion was moved, seconded, and approved.

**10. Additional Items for Discussion (not requiring action):**

- a. Suggestion Box: The Board agreed to place a Suggestion Box at the facility.
- b. Move doorbell: The Board agreed not to move the doorbell.

**11. Future Agenda Items:**

- a. Additional Security Camera
- b. Card tables
- c. Voice recorder
- d. Use of the facility by Native Daughters of the American West

**12. Next Board Meeting:** Wednesday July 3, 2024, 1:00 p.m.

**13. Adjournment:** 2:31 PM.