

**MEETING MINUTES FOR
ACTIVE SENIORS, INCORPORATED
100 Harvest Street, Salinas, CA 93901
DATE: May 2, 2024**

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

2) **Roll Call:**

- a) Bob Whitlock, Lionel Gill, Donna Elder-Holifield, Virginia Yeater, Christine Higgins, Laura Ruggieri, Janet Street, Witold Piekarski, Sera Hirasuna, Gerry Reynolds, and Linda Evans
- b) **Absent:** None

Guests: Karen Towle, Dwight Freedman, Jim Tripp, Sharon Piazza, Margaret Neal, George Niesen, and Shirley Jones

3) **Minutes of Previous Meeting(s):** Minutes of the April 4, 2024 Board Meeting were submitted and approved.

4) **Correspondence:** None

5) **Old Business:**

Bob Whitlock presented the following statement from Publicity Chairman Wayne McDaniel regarding the Board's approved motions in April to terminate the remaining advertising contract with "**Greet Highway 68 Loop Magazine**" and to cancel advertising in the "**Living Well**" publication.

- a) Publicity Chairman does not agree with the Board motion to cancel funding for **In the Loop** and **Living Well**
 - i) Please review the Publicity Chairman's report which gives his reasons.
 - ii) Our Publicity Chair has made a commitment to In the Loop and Living Well and strongly feels we should honor that commitment
 - iii) The stated goal of the Publicity Committee is "to communicate with organizations and individuals to establish recognition and partnerships with ASI." Nowhere does it state that its goal is to bring in new members.
 - iv) According to Robert's Rules of Order Newly Revised, the original motion was made without the subject being on the agenda nor was a necessary point of order made to suspend the rules to include it on the agenda. Therefore, it is very possible the original motion may be void.
 - v) What is the decision of the Board?

After the Board reviewed the Publicity Chairman's report, Publicity Committee Member Dwight Freedman stated that the 2024 Publicity Committee budget of \$3,000 had been approved by the Board in January 2024. After discussion, a motion was made to reinstate the funding for the 2024 publicity budget. The motion was moved, seconded, and approved. A motion that any future Publicity Committee contracts be in writing was moved, seconded, and approved. Laura Ruggieri will contact "**The Loop**" to reclassify ASI's listing from "senior care center" to "senior activity center."

- b) **By Laws Change:** Bob Whitlock noted that the By-law changes have been sent to the membership by email. Voting will be held at monthly luncheon on Thursday, May 9, 2024.
- c) **Report of Retreat Action Committee Final Report:** Chairman Linda Evans presented a draft of the letter that will be mailed to all ASI Retreat Participants next week. Linda asked for any additions and/or corrections. The Committee will be suspended until next year.

- d) Bob Whitlock reported that installation of the front doors has not been completed. Dale's Glass was unable to complete installation due to a defective door motor. Completion is scheduled for next week.
- e) Mask Policy: Bob Whitlock recommended the mask policy along with additional policies and procedures be deferred until next month.
- f) Kitchen Policy: Lionel Gill will submit the kitchen policy during his monthly report.
- g) Safety Director: Bob Whitlock recommended to table the discussion until after the May 30, 2024 volunteer safety training.

6) New Business:

- a) Battery Back-Up: Dwight Freedman reported that he purchased a back-up battery for an office computer.
- b) Update regarding training (CPR, AED, etc.): Karen Towle stated that CPR, AED, and First Aid training is scheduled for May 30, 2024. Board members, activity leaders, and volunteer office personnel are encouraged to participate.
- c) Process for starting a new activity: Bob Whitlock and Sera Hirasuna discussed the need to establish a written policy for starting new activities. The process and procedure should be written and presented to the Board for discussion in June.
- d) Create a work group or ad hoc committee to proactively develop actions and criteria for activities that have reached or are at capacity: Linda Evans reported that she had been asked by members about limiting participation in certain activities. The Board's consensus was not to limit participation.

7) Special Officer Reports

- a) Director of Finance Report: Christine Higgins gave the monthly treasurer's cash report. All accounts are in good shape and ASI is in good financial status. Christine noted the donation of \$1,010 from the election volunteers. Maintenance expenses included the replacement of the vinyl baseboard in the chair storage area.
- b) Director of Tours Report: Sharon Piazza reported on the following activities and tours: Saturday, May 4 the Kentucky Derby Day at Golden Gate Field; Rosie the Riveter Museum on Friday, June 14; the Annual Mystery Trip on Thursday, August 22 (attendance is limited to 40); a local Behind the Scenes Wine Tour on Thursday, September 26; and the Alaska Cruise August 11 through 22, 2025 (60 have signed up). ASI is on the wait list for Fleet Week in October and a Musical Mystery "**Clue**" will be held at the Performing Arts Center in San Jose on November 2, 2024. 2025 plans include the musicals "**Cher**" in March and "**Six**" in April.

8) Standing Committee Reports:

- a) Activities & Special Events: Chair Sera Hirasuna reported that 50 members attended the New Member Orientation that was held on March 18, 2024. Roses will be given at the May 9th luncheon. She announced that the following new classes have been added: a Monday Yoga class; Gentle Yoga, Bunko, Beginning Bridge, and Genealogy. Upcoming activities include: a Volunteers' Recognition Tea, an "End of Summer" Dance in August, the Applebee's Fundraiser on Sunday, October 20; and a New Year's Eve Party on December 29, 2024. Linda Evans, Chair of the Volunteer's Recognition event, reported the work group has met once. The event is scheduled for Saturday, July 27, 2024 from 1 to 3 pm.
- b) Publicity: Committee member Dwight Freedman read Chairman Wayne McDaniel's report. **Exhibit A**

- c) Kitchen:
 - i) Results of committee meeting(s): Lunch Policy presentation. Lionel Gill presented a “Take-Out Policy” for approval (**Exhibit B**) and a general Kitchen Policy (**Exhibit C**). He noted that the following procedures will be addressed with the kitchen volunteers: Kitchen Use and Cleanup, Safe Food Handling Training, and Fire Safety Training. Lionel also distributed (**Exhibit D**) the ASI Kitchen Procedures for the Board to review and requested the purchase of Broil King 5-Burner Gas Grill. A motion was made and seconded to purchase a grill not to exceed \$1,800. Discussion followed. The motion was moved, seconded, and approved. The approval of the Kitchen Take-Out and general Kitchen Policies be added to next month’s Board agenda.
 - ii) May 9 Luncheon. – Reservation Deadline: Friday, May 3, 2024, 4:00 P.M.
- d) Technology/IT Committee):
 - i) Workshops: Dwight Freedman reported that there will be a special technical training session on Thursday, May 23, 2024 at 1:00 pm on the new method of security “Passkey” along with a discussion and video on AI.
 - ii) Website updates: Jim Tripp reported that some of the past newsletters cannot be opened on the website newsletter page. He also noted that on the newsletter page, it states that copies of the past newsletters can be obtained in the office. Jim Tripp moved that hard copies of the newsletters from this point going forward be kept. Pros and cons of saving hard copies of the monthly newsletter followed. The motion to keep hard copies of the newsletter failed.
- e) Nominating Committee: Donna Elder-Holifield introduced the following members of the Nominating Committee: Donna Elder-Holifield, Chairman; Gerry Reynolds, Robert Pettit, Wayne McDaniel, and Sera Hirasuna. The Committee has met and reviewed the responsibilities of the Committee and qualifications for Board membership was reviewed. The Committee has requested a monthly newsletter article on an individual Board member followed by introduction of that Board member at the monthly luncheon. The Committee has suggested that Board members sit at different tables at the monthly luncheons to identify possible Board members. The Committee will meet again to discuss the characteristics of a good Board member in general. Board nominees will be presented in November.

9) Standing Director Reports

- a) Policy, Procedures, Info: Linda Evans reported that there are seven different policies that are recommended for non-profit facilities. Linda Evans, Bob Whitlock, and Bob McGregor will meet to discuss. Bob Whitlock invited those present to participate.
- b) Sunshine & Health: Donna Elder-Holifield mailed six get well cards this month.
- c) Facility Maintenance: Bob Whitlock reported that he has received one bid on the LED light replacement project. An additional bid has been requested.
- d) Facilities Use: Margaret Neal stated that there have been no requests.
- e) Programs/Speakers: Janet Street noted that the luncheon speaker is Travis Beye of Monterey County Aging and Adult Services speaking on Aging and Disability Resources. Future guest speakers and/or programs are posted in the office.
- f) Director of Office Operations: Karen Towle reported that Total Paid Membership Amount is \$24,480; Total Paid Membership Count is 716; Total Membership Count: 716 and New Member Count is 142. A discussion followed regarding attendee donations to activity leaders. No action was taken at this time. Future discussion to be scheduled.

- g) Grants: Dwight Freedman reported that the Harden Foundation will be announcing their grant recipients in July.

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

- i) Calendars. Bob Whitlock reviewed Sera Hirasuna's activity spreadsheet which indicates current activities, where they occur (main room or Rooms A or B), and when (day and time) **(Exhibit E)**. Bob Whitlock suggested an additional non-public calendar for financial and non-profit reporting deadlines, Board or Committee meetings, and any other legally mandated Board deadlines be created. A process to add and change these events and to make them visible to those who should see them needs to be established.
- ii) Laura Ruggieri distributed a flyer from the Alzheimer's Association which list their educational programs. She would like to set up a time for an educational series to be included on ASI's activity schedule. Sera Hirasuna volunteered to work with Laura on a future presentation to the Board.
- iii) Dwight Freedman reported the problem of rain at last month's Food Bank distribution. He would like to purchase a tent or canopy to protect the volunteers. Linda Evans stated she would inquire about a possible tent donation.

11) Future Agenda Items: None

12) Next Board Meeting: Thursday, June 6, 2024, 1:00 p.m.

13) Adjournment: 3:16 PM.