

**MEETING MINUTES FOR
ACTIVE SENIORS, INCORPORATED
100 Harvest Street, Salinas, CA 93901
DATE: April 4, 2024**

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

2) **Roll Call:**

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

Guests: Bob McGregor, Dwight Freedman, Margaret Neal, Shirley Jones, and Thad Evans

3) **Minutes of Previous Meeting(s):** Minutes of the March 7, 2024 Board Meeting were submitted and approved.

4) **Correspondence:** Legal Services for Seniors Cioppino Dinner Invitation. Cost: \$150 per person.

5) **Old Business:**

- a) **By Laws Changes:** Chairman Bob McGregor reviewed the committee's proposed changes to the ASI's By-laws. Proposed changes are highlighted in bold on **Attachment A**. A lengthy discussion followed, including authorization and dollar amount for equipment purchases, meetings held virtually, and Director of Office Operations responsibilities. Bob McGregor will send out the By-laws proposed changes to the voting membership by email.
- b) **Report of Retreat Action Committee Items for Follow up:** Chairman Linda Evans reported that the Committee has met, prioritized, and sent out the retreat recommendations to committee and activity chairs. Linda Evans has attended several committee meetings and activities as part of the Committee's follow-up. Please let Linda know if there are additional concerns or recommendations. A final committee meeting will be scheduled soon.
- c) **Front doors are still awaiting installation of ordered parts and final electrical:** Bob McGregor reported installation is complete and that the operational portion and painting will be completed soon. Bob Whitlock is researching installation of non-slip tile at the entrance.

6) **New Business:**

- a) **Safety Director recommendation from Robert Pettit:** Robert Pettit has suggested that a "Safety " Chairman be created and included on the Board. This person's sole responsibility would be to review our status regarding safety procedures and equipment. This could include, but not be limited to, providing first aid, AED, and CPR training to volunteers (and others). Also, this person would be responsible for keeping all our fire extinguishers, first aid kits, and manuals, up to date.
Bob Whitlock suggested a committee be formed to create a policy on safety procedures. Christine Higgins volunteered to chair the committee. He will also ask for committee volunteers at April's luncheon.
- b) **Mask policy:** Board to consider creating an updated policy regarding the conditions under which wearing of a mask would reduce the possibility of transmitting a disease like Covid or the flu to our vulnerable members. Bob Whitlock proposed that the Executive Committee take on the task of creating this policy and to present our recommendations at the next Board meeting.
- c) **Non-Profit Legal Compliance Issues:** Linda Evans, Thad Evans, and Bob Whitlock attended a webinar last Thursday regarding legal compliance issues for tax exempt organizations, like ASI. Bob McGregor, Linda Evans, and Bob Whitlock met Tuesday to discuss the issues presented.
 - i) Bob Whitlock stated that ASI is generally in compliance.
 - ii) He stated that we need to create and approve Policies for such areas as Ethics, Document Retention, Political Activities, Whistle Blower, Investments, and several others.

- iii) Bob McGregor, Linda Evans, and Bob Whitlock will meet again soon to work on rough drafts for said policies for Board review and approval.

7) Special Officer Reports

- a) Director of Finance Report: Bob McGregor gave the monthly treasurer's cash report. All accounts are in good shape and ASI is in good financial status. Bob also updated the Board on ASI's investment account.
- b) Director of Tours Report: No report.

8) Standing Committee Reports:

- a) Activities & Special Events: Sera Hirasuna submitted the Committee's revised Activity Schedule for 2024 (**Attachment B**). A lengthy discussion followed regarding over-scheduling of the facility, especially the use of the kitchen. As of result of future coinciding activities and kitchen use, it was decided that Bob Whitlock, Dwight Freedman, Bob McGregor, and Karen Towle will create a master activity calendar. Sera requested permission to purchase roses for distribution at the May 9th luncheon for Mother's Day. A motion to purchase roses for the May 9th luncheon was moved, seconded, and approved. In conclusion, Sera relayed Laura Ruggieri's announcement of ASI's Annual Resource Day on Thursday, October 24.
- b) Publicity: Chairman Wayne McDaniel was not present, but submitted his report. (**Attachment C**) A discussion of high membership count versus advertising expenditures was held. Bob Whitlock will talk with committee members Wayne McDaniel and Laura Ruggieri regarding the balance of the year's advertising expenditures. Linda Evans made a motion for ASI to terminate the remaining contract with "**Greet HWY 68 Loop Magazine.**" The motion was moved, seconded, and approved. Lionel Gill made a motion for ASI to cancel the advertising in "**Living Well,**" published by the Monterey County Weekly. The motion was moved, seconded, and approved.
- c) Kitchen:
 - i) Results of committee meeting(s): Chairman Lionel Gill presented the results of the Kitchen Review dated 3/15/24 (**Attachment D**). He stated that a clean-up crew has been hired and the results were excellent. He noted the committee plans to explore more vegetarian options. Lionel also reviewed the ASI Kitchen Procedures (**Attachment E**).
 - (1) Lunch Policy presentation. Policies for take-out orders and lunch reservations are being developed and will be presented at next month's meeting. All members will be notified of the new policy. Lionel Gill made a motion for ASI to hire a clean-up crew of two people for two hours, following a full-meal preparation in ASI's kitchen. The motion was moved, seconded, and approved. Bob Whitlock reviewed Michael Gaines ASI Tuesday Night Social Dance Report (**Attachment F**). Bob noted the memo should have been reported under Activities. Michael has requested a \$75 membership on the social "MeetUp" website. Bob Whitlock will ask Michael to make a presentation at the next Board meeting.
 - ii) April 11 Luncheon. – Reservation Deadline: Friday, April 5, 2024, 4:00 P.M.
- d) Technology/IT Committee):
 - i) Workshops: Dwight Freedman stated that 16 people attended last month's workshop. Dwight participated in the "My Senior Center" webinar and received positive answers to all his questions. Technology will be holding a training session on the pros and cons of AI on Thursday, May 23.
 - ii) Website updates: Dwight reported that Jim Tripp has updated the activity schedule on the website.
- e) Nominating Committee: Bob Whitlock will call a Nominating Committee next week.

9) Standing Director Reports

- i) Policy, Procedures, Info: Members of the committee are: Linda Evans, Bob Whitlock, Bob McGregor, and Margaret Neal. Several policies and procedures will be presented for Board approval at a future date.
- ii) Sunshine & Health: Donna Elder-Holifield has mailed 5 cards this month. She noted that she wrote a newsletter article on the April luncheon speaker and her neighbor, Michael Ipson.
- iii) Facility Maintenance: Bob Whitlock reported LED light replacement is a current project. A form to report maintenance issues is being created.

- iv) Facilities Use: Margaret Neal reported there are no applications from outside groups.
- v) Programs/Speakers: April's luncheon speaker is Michael Ipson, "China Then and Now."
- vi) Director of Office Operations: Dwight Freedman reported that Total Paid Membership Amount is \$23,601; Total Paid Membership Count is 687; Total Unpaid Membership Amount: \$2,970; Total Unpaid Membership Count: 99; Total Membership Count: 786 and New Member Count is 125. The office is contacting the unpaid members. If no response, they will be removed from the membership list.
- vii) Grants: Margaret Neal reported that ASI is waiting to hear from the Harden Foundation regarding the application on the "My Senior Center" software program. There could be a response by May.

Additional Items for Discussion (not requiring action): None

10) Future Agenda Items: Battery backup system.

11) Next Board Meeting: Thursday, May 9, 2024, 1:00 p.m.

12) Adjournment: 3:30 pm