1. **Call to Order: 1:00 p.m.**
2. **Roll call:** 
   1. Present: Thad Evans, Bob Whitlock, Lionel Gill, Dwight Freedman, Virginia Yeater, Jim Tripp, Donna Elder-Holifield, Janet Street, Christine Higgins, and Loretta Salinas
   2. Absent: Laura Ruggieri

**Guests:** Karen Towle, Sharon Piazza, Bob McGregor, Wayne McDaniel, George Niesen, Margaret Neal, Shirley Jones, and Linda Evans

1. **Minutes of Previous Meetings:** Minutes of the November 2, 2023 Board Meeting were submitted and approved. The motion was moved, seconded, and approved.
2. **Correspondence:** None
3. **Treasurer’s Report:** Financial report – Bob McGregor gave the monthly treasurer’s report. Increased income is a result of 2024 membership fees. Accounts are all in good shape and ASI is in good financial status.
4. **Old Business:** 
   1. **Report of the Nominating Committee:** Jim Tripp thanked all members of the Nominating Committee for their participation. He reported that the newly nominated Board candidates are: Sera Hirasuna, Witold Piekarski, Teresa Ortiz, and Gerry Reynolds. The newly nominated candidates and second term Board members names will be posted on the bulletin board per ASI by-laws and announced at the December 14, 2023 monthly luncheon.
   2. **“My Senior Center” software**: Dwight Freedman reported that he has received all positive answers to his questions regarding the software program and recommends the Board purchase the software through a grant. Dwight and Margaret Neal will proceed with the grant application.
   3. **ASI policies and procedures:** Thad Evans will send out an email to all committee chairmen to formulate their committee’s policies and procedures. He previously emailed a *draft* Board policy on how to deal with difficult members and/or volunteers. Future discussion on all policies and procedures to be held.
5. **New Business:**
   1. **Future Luncheon Preparation:** No report.
   2. **Board Retreat:** Bob Whitlock noted that Wayne McDaniel has volunteered to chair. The Board Retreat will be held on Saturday, January 27, 2024.
6. **Committee Reports.** 
   1. **Sunshine and Health:** Donna Elder-Holifield has mailed out 14 get well cards.
   2. **Trips/Tours:** Sharon Piazza noted 45 have signed up for ***Mama Mia*** at the San Jose Center for the Performing Arts on Saturday, December 16, 2023. No trips are planned for January or March and 56 people have signed up for the cruise in February. Sharon will hold a Cruise Orientation Meeting on Thursday, January 25, 2024 at 1:00 pm. Sharon and Loyann are presently scheduling the 2024 trips/tours. She noted that venues, food, and transportation costs for 2024 have increased.
   3. **Facility Maintenance.** Bob Whitlock reported that the new doors could possibly be installed the week ASI is closed for Christmas.
   4. **Office Manager.** Karen Towle reported Total Paid Membership Amount is $21,895; Total Paid Membership Count is 754; and New Member Count is 228. Karen needs additional office volunteers, especially on Thursdays. Karen suggested a New Member Orientation be held in February 2024.
   5. **Publicity Committee:** Wayne McDaniel reported that advertising has been placed in the *“Health”* magazine and in *“The Loop.”*
   6. **Activities & Special Events:** Loretta Salinas reported that the “New Year’s Eve Eve” party is sold out. North Salinas High School students have volunteered to serve and clean up. Lionel Gill described the special menu. 150 members took advantage of the Food Bank distribution. There will be no distribution in December.
   7. **Speakers:** Janet Street noted that December’s entertainment will be the “Senior Singers” and January’s program will be retired Salinas fireman Michael Thomas on senior safety.
   8. **Technology Committee:** Dwight Freedman stated that there are no Technology workshops scheduled in December. Dwight sent an email to members regarding scam telephone calls. The response was positive. Dwight and Jim will be searching for a new website host. Loretta Salinas and the Board acknowledged Dwight for his outstanding Board contributions.
   9. **Kitchen:** Lionel Gill proposed researching various caterers for the monthly luncheons since Michael Gaines is retiring from his lunch responsibilities. After discussion, Thad stated that there seems to be three proposed options: 1) a volunteer chef, 2) Rancho Cielo, and 3) various caterers.
      1. January Luncheon Reservation Deadline: Friday, January 5, 2024
         * 1. January Menu: Big pots of various soups.
      2. Luncheon Committee: Margaret Neal stated that she would encourage the continuation of ASI members serving at the luncheons.
   10. **Grants.** Margaret Neal will be working with Dwight Freedman regarding a grant for the purchase of the “My Senior Center” software.
7. **Additional Items for Discussion. (Not requiring action):** Thad asked Bob Whitlock and Karen Towle to host December’s luncheon. Wayne McDaniel reported that beginning in January, members can call ASI to schedule an appointment with a representative from Monterey Salinas Transit to discuss their various services. Appointments can be scheduled on Tuesdays from 9 to 11:30 am. He also reported that ASI’s Ukulele Club has recently performed at various locations, including the Salvation Army, a performance for the retired teachers at the Elks Club, and upcoming performances at the Ivy Park Retirement Home.
8. **Future Agenda Items:** Loretta Salinas noted that her participation on the Board has been a rewarding experience.
9. **The next regular monthly meeting will be Thursday, January 4, 2024 at 1:00 p.m.**
10. **The meeting was adjourned at 2:27 p.m.**

**Respectfully submitted: Virginia G. Yeater**