

**MEETING MINUTES FOR
ACTIVE SENIORS, INCORPORATED
100 Harvest Street, Salinas, CA 93901
DATE: August 1, 2024**

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

Note: Bob Whitlock stated that ASI has purchased a device for under \$200 that will transcribe and organize meeting minutes which will be used at today's meeting. Ginny Yeater has agreed to edit the minutes for this meeting.

2. **Roll Call:**

Board Members: Bob Whitlock, Donna Elder-Holifield, Virginia Yeater, Christine Higgins, Laura Ruggieri, Witold Piekarski, Sera Hirasuna, Gerry Reynolds, and Linda Evans

Absent: Lionel Gill and Janet Street

3. **Guests:** Bob McGregor, Karen Towle, Dwight Freedman, Jim Tripp, George Niesen, Margaret Neal, Shirley Jones, Robert Pettit, and Loretta Salinas

4. **Minutes of Previous Meeting(s):** Minutes of the June 6, 2024 were submitted and approved.

5. **Correspondence:**

- a. Letter and check from the Harden Foundation for ASI's grant to fund the *My Senior Center* software
- b. Donation of \$2500 from LIFE Foundation
- c. Thank you note from Robert Pettit for the kind and considerate Father's Day gift at luncheon

6. **New Business:**

- a. Approval of Policies: Motions were made and seconded, discussion followed and all the following policies were approved:
 - i. **Alcohol Policy:** Motion passed 5-3 in favor with one abstention
 - ii. **Smoking Prohibition Policy:** Motion passed 9-0
 - iii. **Political Activity Policy:** Motion passed 9-0
 - iv. **Conflict of Interest Policy:** Motion passed 9-0
 - v. **Whistleblower Policy:** Motion passed 9-0
 - vi. **Records Retention and Destruction Policy:** Motion passed 9-0
 - vii. **Public Health Policy:** Motion passed 9-0
 - viii. **Kitchen Policy:** Motion passed 9-0
 - ix. **Investment Policy:** Motion passed 8-1
 - x. **Compliance with Rules Governing Solicitation & Reporting of Charitable Contributions to IRS Policy:** Motion passed 9-0
 - xi. **Board Review of Required Tax Documents Policy:** Motion passed 9-0
- b. *My Senior Center* software implementation: Dwight Freedman reported that a kickoff meeting will be held Friday, August 2 at 11 am with the *My Senior Center* personnel. At that meeting, roles will be designated and processes will be laid out. Dwight will then forward the plan to all board members.
- c. Player Piano: A discussion regarding keeping or not keeping the player piano followed: Bob Whitlock noted the following issues: limited space, cost to display over 320 rolls, frequency of use, and maintenance cost. Comments regarding the Player Piano from Bob McGregor were distributed. A motion to decline the donation was made, seconded, and approved. *Motion passed 6-1 with 2 abstentions.* Bob Whitlock noted that a procedure is needed for future donations of non-cash items.

- d. Ping pong table and popcorn machine: A discussion to keep or not keep the ping pong table and/or popcorn machine was held. Space to store them and frequency of use were the issues. A motion was made, and seconded to keep the ping pong table and the popcorn machine for 4 months, track their use, and place the topic back on the agenda in December. *Motion passed 9-0.* Bob Whitlock noted that a procedure will need to be written to track the use of those items.
- e. Replacement of Card Tables: After a brief discussion, a motion was made to purchase new card tables not to exceed \$1,000. The motion was moved, seconded, and approved. *Motion passed 9-0.*
- f. Native Daughters of the Golden West Contract: Bob McGregor distributed a revised contract which renews the five-year agreement between ASI and the Native Daughters of the Golden West. A motion to certify was moved, seconded, and approved. *Motion passed 8-0 with 1 abstention.*

7. Old Business:

- a. Bob McGregor stated that the By-Laws changes have been approved.
- b. CPR and AED training has yet to be scheduled: Karen Towle reported that she has a lead on a possible instructor. She is waiting for the cost and a specific time.
- c. Safety person: After much discussion, a motion was made, seconded, and approved for the President to create an ad hoc committee to develop the duties of an ASI Safety Officer. The responsibilities will be presented at a future board meeting. Approval of position pending. *Motion passed 9-0*

8. Special Officer Reports:

- a. Director of Finance Report: The financial report is attached. After questions and discussion, the report was accepted. **(Attachment A)**
- b. Director of Tours Report: No report.
- c. Director of Office Operations Report: Karen Towle reported that ASI's total paid membership income is \$26,239 as of October 2023. Total unpaid membership is zero, thanks to Dwight's efforts. Total paid membership count is 790 members. New membership count since last October is 209

9. Standing Committee Reports:

- a. Activities & Special Events: Sera Hirasuna reported on the following special activities:
 - i. Saturday, August 10 "The Butterfly Lecture", 1 – 2:30 pm: (26 people have signed up)
 - ii. Saturday, August 17 "Summer Danza w/DJ", 5 – 8 pm: Matsui Nursery has donated orchids for our Summer Danza and New Year's Eve Party. Loretta Salinas has given up her Saturday Zumba class to allow for early set up. Sera noted that she may need help setting up tables.
 - iii. Saturday, August 24 1st Lecture by Alzheimer Association "Healthy Living to Prevent Alzheimer's", 1:30 – 2:30 pm.
 - iv. Sam Lyon Concert Update, Sunday, September 15, 1 – 3 pm: Sera reported that 62 tickets have been sold to members and ASI is now advertising to the public. Based on ticket sales, ASI has already broken even and future ticket sales will be pure profit. A total of 150 tickets will be sold showing a profit of around \$2,000. Dwight has put information on the *Monterey Weekly* calendar and Michael has emailed out invitations and flyers to the dancer's distribution list. Sera shared a floor plan with the Board showing plenty of room for dancing. An update from Michael Gaines was distributed. **(Exhibit B)**
 - v. Food Distribution Activity: Loretta Salinas thanked the Board members that helped with the July food distribution. She noted that the increased demand has also increased the distribution challenge. She requested the Board approve the purchase of 5-fold up carts to expedite distribution. Jim Tripp graciously volunteered to purchase the carts. A motion was made to recognize Jim's generous donation of 5 carts. The motion was

moved, seconded, and approved. Loretta will submit a request for additional supplies at a future Board meeting.

- vi. Volunteer Recognition Workgroup Report: Linda Evans reported that the Volunteer Recognition event is scheduled for October 5th. It is not an event like the 60th year celebration, but is an in-house event for ASI volunteers. She noted that ASI has been in existence for 65 years and is based on volunteers. More information will be coming out towards the end of August.
- b. Publicity: Wayne McDaniel submitted a written report. **(Exhibit C)** There were no additional comments from the other members of the committee: Dwight Freedman, Laura Ruggieri, Jim Tripp, or George Niesen.
- c. Kitchen: Jerry Reynolds reported for Lionel Gill. He noted that following each monthly luncheon, the committee meets to assess the pros and cons. The committee will be replacing the hot water urns with ice tea carafes during the summer months. This month's menu is Hawaiian inspired. The Committee is working on creating year-long themes for the luncheons, such as Oktoberfest in October with genuine German mugs as centerpieces. Margaret Neal stated that all luncheon attendees should pick up their name tags at the entrance. This procedure lets the committee know how many actually attended the luncheon. Professional washing of the large gray tablecloths was requested. The request was approved and the expense will be added to regular kitchen expenses.
August 8th Luncheon. – Reservation Deadline: Friday, Aug 2, 2024, 4:00 P.M.
- d. Technology/IT Committee):
 - i. Workshops: Dwight Freedman reported that he is presently focusing on *My Senior Center* software implementation.
 - ii. Website updates: Jim Tripp noted that the newly revised bylaws have been posted on the website and he will update the luncheon menu on the website. Website inquiries are averaging 650 per month.
- e. Nominating Committee: Donna Elder-Holifield reported that presently there will be three Board vacancies for 2025. The committee has a list of potential candidates. The Committee will prepare informational packets for new Board members including the bylaws, policies, and procedures, etc.

10. Standing Director Reports

- a. Policy and Procedures and Info Committee:
 - i. Linda Evans recommended that the previously approved policy of ***“How to Deal with Difficult Members”*** be downgraded to a procedure. She noted that a procedure is operational, how you do something and that a policy sets a standard. Linda stated that people's behavior cannot be legislated. The motion was moved, seconded, and approved.
 - ii. Other policies still being reviewed by Committee: Linda reported that 11 policies were approved today and the Committee has three or four more they are currently working on.
- b. Sunshine & Health: Donna Elder-Holifield announced that Christine Higgins has volunteered to co-chair the Sunshine Committee. A total of five cards were sent this month.
- c. Facility Maintenance: Bob Whitlock reported on the following maintenance issues:
 - i. Boss & Son Electric has rewired the main room light fixtures and installed LED bulbs.
 - ii. Pacific Coast Tile has replaced the entry way tile.
 - iii. The floor contractor has repaired the hardwood floor damage.
 - iv. Super Clean is scheduled to clean both the kitchen stove and hood on August 12. Cost approx. \$900.
 - v. Proposal from AllSafe to purchase two security camera monitors, one camera, a 16-channel NVR for \$3,878: This will provide additional safety for the after-hours Activity Leaders. A motion to accept AllSafe's proposal was moved, seconded, and approved.
- d. Facilities Use: Margaret Neal reported that Wayne McDaniel's request to hold his birthday party at ASI on September 18 was approved.

- e. Grants:
 - i. Harden Foundation grant approved: Margaret Neal reported that a thank you note has been sent and a follow-up report must be submitted to the Harden Foundation in July 2025.
 - ii. Report from attending the Monterey Community Foundation workshop: Margaret Neal reported on her recent workshop attendance. She noted the importance of the Association's Mission Statement when preparing a grant.
- f. Programs/Speakers: Bob Whitlock reported that August 8th program is a Hawaiian theme, complete with ASI's hula dancers and Ukelele group. September's speaker is Diane Flesher, a former member of the Peace Corps, who will speak on her Colombian Experience.

11. Additional Items for Discussion (not requiring action):

- a. Suggestion Box: Bob Whitlock will purchase a plastic suggestion box.

12. Future Agenda Items:

- a. Historical Records
- b. Printer

13. Next Board Meeting: Thursday September 5, 2024, 1:00 p.m.

14. Adjournment: 3:45 PM.