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

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

1. **Minutes of Previous Meetings:** Minutes of the October 5, 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. October’s expenses included the annual insurance expense of $1,510 and a higher utility expense due to PG&E transmission charges. Accounts are all in good shape and ASI is in good financial status.
4. **Old Business:** 
   1. **Quicken problems resolved?:** Dwight Freedman and Bob McGregor stated that the problems with Quicken have been resolved.
   2. **Board candidate search update – including board positions:** Jim Tripp reported that presently there are six candidates for four Board positions. The Nominating Committee will meet next month to select four candidates.
   3. **“My Senior Center” software**: **Dwight will update**: Dwight Freedman has talked with two organizations that use the software. Both organizations are pleased with the reports, software support, and security of the system. Dwight is currently receiving positive answers to his technical questions and feels we can proceed with a grant application. The initial $10,000 purchase would be secured by a grant. The annual expense for ASI’s of $1,900 includes all support, updates, and any customization.
   4. **Recognition of long-time members. Ursula Bronson has recently passed away. Cliff Hylton and Harriet Whiteaker are to be made Life Members with all fees waived at the November Luncheon:** Dwight Freedman and Karen Towle will be responsible for the presentation.
   5. **Luncheon policies were to be discussed by Thad. Deferred until next meeting.**
   6. **Membership fees: Approved by an overwhelming majority of members.** Dwight Freedman reported that over 250 members responded.
   7. **ASI Policies & Procedures:** **Thad, Bob Whitlock and Wayne McDaniel continue to attempt to identify and clarify our policies and procedures. We are not ready to present our findings.** Bob Whitlock and Wayne McDaniel will continue to work on this project.
   8. **2nd Annual ASI Senior Resource Day Report:** Bob Whitlock read an email from Laura Ruggieri regarding the Senior Resource Day. She stated “that there were 30 vendors with elaborate displays of their services. We had approximately 75 attendees come to the event over the course of 3 hours. We received very positive feedback from the vendors they will want to participate next year they were all very happy to be there. We even had a couple of vendors that we will be adding to the invitee list.” In conclusion, Laura thanked everyone for their assistance with the event.
5. **New Business.** 
   1. **Discussion of allowing an MST representative to provide informational appointments to our members on specific dates once a month. Wayne McDaniel to lead discussion.** Wayne McDaniel was not in attendance, therefore could not lead the discussion.The Board agreed that this is an activity and does not need Board approval. Positive comments regarding the activity were stated. Scheduling of the activity will be handled by the Activities Committee.
   2. **Purchase of Karaoke machine:** Bob Whitlock reported that there is no need to purchase a karaoke machine.
   3. **Board Retreat in Late January/Early February:** Bob Whitlock reported that no date has been selected and we need a retreat leader.
6. **Committee Reports.** 
   1. **Sunshine and Health:** Donna Elder-Holifield distributed get-well cards for Board signatures. She suggested there be a designated area at the luncheon for members to sign get-well cards.
   2. **Trips/Tours:** Sharon Piazza reported on the following trips/tours: *“Ain’t Too Proud – The Temptations”* on Saturday, November 4 is full and 42 have signed up for “Mama Mia” on Saturday, December 16. Attendance has increased significantly for the cruise scheduled for February 17-22, 2024. Transportation to and from the airport will be $100. She will be holding a Cruise Informational Meeting on Monday, November 6 at 2:30 pm. Sharon and Loyann are presently working on trips and tours for 2024.
   3. **Facility Maintenance.** Bob McGregor reported that parts to complete the door installation are on back order.
   4. **Office Manager.** Karen Towle reported Total Paid Membership Amount is $20,743; Total Paid Membership Count is 736; Total Unpaid Membership Amount is $0; Total Unpaid Membership Count is 0; and New Member Count is 227. Karen needs additional office volunteers.
   5. **Publicity Committee:** Dwight Freedman announced that ASI will have a full-page ad in the December issue of the “Health Matters” magazine.
   6. **Activities & Special Events:** Loretta Salinas that 6 people attended the new Karaoke class and 15 attended the Laughter Yoga class. A date and time to be decided for a Chair Yoga class. Due to the amount of food received for the last Food and Vegetable distribution, Loretta is asking for additional volunteers. The next food distribution will be held on Thursday, November 30. There will be no food distribution in December due to the holidays. The Committee is currently working on plans for the “New Year’s Eve Eve” party scheduled for Saturday, December 30. Plans include a red carpet, balloon arch, a ball drop, and an upscale menu. Tickets will go on sale the Monday after Thanksgiving. Cost will be $20 per person.
   7. **Speakers:** Janet Street reported that the Senior Singers will entertain at the Christmas luncheon.
   8. **Technology Committee:** Dwight Freedman announced 10 people attended the last Technology Workshop. Currently he is researching additional data on the “My Senior Center” software program. Dwight and Margaret Neal will begin working on a grant application for purchase of the software. Dwight announced there will be no Technology Workshops in November or December. Workshops will resume in January. Jim Tripp expressed his gratitude to Loaves Fishes & Computers. Donna Elder-Holifield will send them a thank you note.
   9. **Kitchen:** Bob McGregor shared Michael Gaines monetary concerns for the Tuesday Night Social Dances. Bob stated he has no financial concerns and recommended no change. The Board agreed that Michael’s request for Air Pots was not a necessity.
      1. November Luncheon Reservation Deadline: Friday, November 3
         * 1. November Menu: Roast Turkey with Gravy; Smashed Spuds; Peas, Carrots & Pearl Onions; Parker House Rolls with Butter; and Pumpkin Pie
           2. December Menu: Filet Mignon with Rosemary Jus, or Grilled Salmon, Vegetarian Option, Red Roasted Potatoes, French Veggie Medley, Ciabatta Rolls w/Butter, Tuxedo Cake. Cost: $15
      2. Luncheon Committee: No report
      3. Discussion of replacement for Chef Michael: Michael Gaines will be stepping down from producing the monthly luncheons in January. Local caterers and the training program at Rancho Cielo will be researched.
   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):**Remaining 2023 Holiday closures dates:
   * 1. 11/11 Vets Day
     2. 11 23/24 – Thanksgiving and noon closure on 11/22
     3. 12/25 – 1/1 Christmas/New Year (except for “New Year’s Eve Eve Celebration”   
        on December 30)

Shed: Several Board Members volunteered to help clean out the shed.

1. **Future Agenda Items:**
2. **The next regular monthly meeting will be Thursday, December 7, 2023 at 1:00 p.m.**
3. **The meeting was adjourned at 2:40 p.m.**

**Respectfully submitted: Virginia G. Yeater**