

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

1) Call to Order: 1:00 p.m.

2) Roll call:

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

b) Absent: Lionel Gill

Guests: Karen Towle, Bob McGregor, Dwight Freedman, Wayne McDaniel, Margaret Neal, Shirley Jones, Jim Tripp, and Thad Evans

3) Minutes of Previous Meetings: Minutes of the January 4, 2024 Board Meeting, the January 11, 2024 Annual Membership Meeting, and the January 11, 2024 Special Board Meeting were submitted and approved.

4) Correspondence: None

5) Treasurer's Report:

a) 2024 Budget: Bob McGregor presented the 2024 Budget. Budgeted membership income is based on 725 members and special events income and expenses includes the following: April Spring Fling, Applebee's fundraiser, theme dances, and the holiday party.

b) Treasurer's Report: Bob McGregor gave the monthly treasurer's cash report. All accounts are in good shape and ASI is in good financial status.

6) Old Business:

a) Board Retreat: Bob Whitlock thanked Wayne McDaniel for his leadership and the committee members for their participation at the Board Retreat which was held on Saturday, January 27, 2024. A Retreat Action Committee has been established as a result of the retreat.

b) Kitchen/Luncheon: Gerry Reynolds presented Lionel Gill's report. He noted that because of the small group discussion at the Board Retreat, the Kitchen Committee will review and make recommendations on kitchen procedures and the luncheon take-out policy. A luncheon member/non-member attendance policy was discussed. Policy to be formulated by the kitchen committee. The committee will also research the possibility of a luncheon subsidy.

c) Chef/caterer search: Lionel Gill will continue the search for caterers and contact Rancho Cielo. He is planning a "baked potato bar" for March.

7) New Business:

a) Vacant positions:

i) Nominating Committee: Bob Whitlock stated that there are five vacant positions on the Nominating Committee. The Committee is comprised of three Board members and two non-board members. Bob Whitlock indicated that two non-board members have already volunteered to serve. Bob McGregor said it is specified that the 1st Vice President serve on the Committee. Lionel Gill is 1st Vice President. Board Members Sera Hirasuna and Gerry

Reynolds volunteered to serve on the Committee. Two new Board members will be needed in 2025 and there are presently three Board members that are eligible to serve a second term in 2025.

ii) Activities Committee Chair: Bob Whitlock will continue the search.

iii) Any other you know about? Volunteer Coordinator? The Retreat Action Committee will discuss.

b) Report of Retreat Action Items for Follow-Up: Linda Evans stated that the “small groups written comments” have been distributed via email to all attendees. The Committee, comprised of Wayne McDaniel, Bob McGregor, Bob Whitlock, Donna Elder-Holifield, and Linda Evans, has met once since the retreat to prioritize actions and will report monthly to the Board. She noted that the Committee has placed Sylvia Teixeira’s name on the Activity Leader’s List as Librarian.

c) July Board meeting date change. 1st Thursday is July 4th. Bob Whitlock stated that July’s Board Meeting will be held Wednesday, July 3 at 1 pm. Location TBD.

d) Added Agenda Item: By-law Changes

Bob McGregor distributed the following suggested Bylaws Changes.

ARTICLE I, Section IV – Fees and dues for members

1. Subpart A, to give board the duty of setting the bylaws thus ending the requirement to make every dues change a bylaws change.

2. Subpart B, change dollar amount for honorary members??

ARTICLE III, SECTION III.SUBPART E, Duties: Treasurer and Director of Finance

1. Item 3 – reword to lower the \$750 amount to an agreed upon amount and add a statement to exceed that amount in case of emergency. In no case should the amount exceed \$_____.

Wayne McDaniel suggested that the Board form a By-laws Review Committee. Bob McGregor volunteered to chair the committee. Committee members are Bob Whitlock, Wayne McDaniel, Margaret Neal, and Linda Evans. Thad Evans suggested that the committee consider the Director of Office Operations be added to the section in the By-laws under Special Officers.

8) Committee Reports.

a) **Sunshine and Health:** Donna Elder-Holifield noted that there has been an increase in get well wishes due to the written requests from the luncheon tables. Donna asked for additional get-well and sympathy cards with inside messages. She has mailed 8 cards this month.

b) **Trips/Tours:** No report.

c) **Facility Maintenance.** Bob McGregor reported that the new entrance doors will be installed Tuesday, February 13, 2024.

d) **Director of Office Operations:** Karen Towle plans to schedule CPR, First Aid, and active shooter training for the Office Staff and Activity Leaders. Training is tentative scheduled for Thursday, February 29. Karen will generate a list of ASI 2024 holidays closures. She reported that Total Paid Membership Amount is \$19,126; Total Paid Membership Count is 553; Total UnPaid Membership Amount: \$7,050; Total UnPaid Membership Count: 235; Total Membership Count: 788 and New Member Count is 88.

- e) **Publicity Committee:** Wayne McDaniel introduce the Publicity Committee to the new Board members and described the various advertising periodicals utilized. He noted that the Publicity Committee meets when needed, not regularly and that Jim Tripp continually updates the website.
- f) **Activities & Special Events:** Dwight Freedman gave the following report from Loretta Salinas. The Food Distribution program is changing. He noted that green beans, pasta, rice, and bread will be added to the current distribution of fruits and vegetables. If available, nuts, dairy products, and meat will also be added. Products will be prepackaged. New procedures include presenting a signed pick-up form on distribution day. Forms will be available at the ASI office prior to distribution. The food distribution is for everyone, not just ASI members. The Food Bank will not advertise ASI as a distribution location. Dwight stated that there should be minimal impact with the new procedures. If there is significant impact, ASI can always return to the original distribution for “members only” of fruits and vegetables. Volunteers will continue to prepare 200 units and distribution will be from 10 am to Noon. Dwight Freedman will email the instructions and pickup form a few days before distribution.
- g) **Speakers:** Janet Street announced that “Brotherly Love” will perform for ASI’s Valentine Luncheon on Thursday, February 8, 2024. “How the Grand Jury Works” will be the program for March. Future programs include ASI’s resident magician and ASI’s ukulele players and dancers.
- h) **Technology Committee:** Dwight Freedman stated the regular monthly workshop will be held on Thursday, February 15. Dwight and Jim Tripp will hold free technology class on Thursday, February 22 at 1 pm. This class will teach you about all the great information on the “ASI Website.” Attendees can bring computers, tablets, and/or phones.
- i) **Kitchen:** No report.
 - i) February Luncheon Reservation Deadline: Friday, February 2, 2024
 - (a) February Menu: Grilled Chicken Breast, Salad, Sauteed Green Beans, Cake, and a Vegetarian option.
 - ii) Luncheon Committee: No report
- j) **Grants.** Margaret Neal and Dwight Freedman are working on completing the Harden Foundation technology grant. Deadline is March 1, 2024.

9) Additional Items for Discussion. (Not requiring action): Bob Whitlock recommended the singing of a patriot song at the monthly luncheon. Dwight Freedman announced he will be sending out second notices on membership dues.

10) Future Agenda Items: None

11) The next regular monthly meeting will be Thursday, March 7, 2024 at 1:00 p.m.

12) The meeting was adjourned at 2:30 p.m.

Respectfully submitted: Virginia G. Yeater