

**MEETING MINUTES FOR  
ACTIVE SENIORS, INCORPORATED  
100 Harvest Street, Salinas, CA 93901  
DATE: September 5, 2024**

1. **Call to order:** 1:00 PM.
  
2. **Roll Call:** Board Members: Bob Whitlock, Lionel Gill, Donna Elder-Holifield, Virginia Yeater, Christine Higgins, Janet Street, Witold Piekarski, Sera Hirasuna, and Linda Evans  
**Absent:** Laura Ruggieri and Gerry Reynolds  
  
**Guests:** Bob McGregor, Karen Towle, Dwight Freedman, Jim Tripp, George Niesen, Margaret Neal, Shirley Jones, Robert Pettit, and Loretta Salinas
  
3. **Minutes of Previous Meeting(s):** Minutes of the August 1, 2024 were submitted and approved.
  
4. **Correspondence:** None
  
5. **President's Report:** Bob Whitlock gave the following report:
  - a. On Aug 23, Bob Whitlock and Linda Evans attended a roundtable discussion on "Insights for Engaged Non-Profit Boards". The roundtable was presented by the Center for Non-Profit Excellence at the Community Foundation. There are 4 more roundtables scheduled. Bob has registered for all sessions.
  - b. The storage shed has been successfully cleaned out. Thanks to Dwight Freedman, Gerry Reynolds, Shirley Jones, Margaret Neal, George Niesen, and Loretta Salinas. Many items will be donated to Last Chance Mercantile. Bob noted that a process needs to be developed for donations of medical equipment.
  - c. A meeting was held to discuss the control and use of ASI's "blast" emails. A written procedure is being developed as to who, when, and how emails from ASI are sent out to members.
  - d. The player piano and the music rolls were donated to Wayne McDaniel's Cal Poly fraternity.
  - e. The newly installed front door is malfunctioning. The manufacture's representative has been contacted.
  - f. AllSafe has installed the new security system.
  - g. A suggestion box has been placed on the front desk.
  - h. On Saturday, a window in the main room would not shut at closing. Bob McGregor noted that all windows are covered by a motion detector and upon entry would set off the alarm.
  
6. **New Business:**
  - a. Creation of Retreat Committee. Do we want a Retreat? Who should/wants to be on it? What should be the focus of retreat: The consensus of the Board was to table the discussion until the next Board meeting.
  - b. Creation of a New Board Member training ad hoc committee: Linda Evans suggested the need for new board member orientation and a long-range planning committee. Please contact Linda if you are available to participate.
  - c. Bob Whitlock requested that each Committee Chair, Activity Leader, and Directors (Finance, Tours, Newsletter, Website, Grant, etc.) provide him with list of procedures they think would be important in the event they would be replaced for reason of illness or inability to continue in their volunteer capacity. The Policy and Procedures Committee will then work to create those procedures.

## 7. Old Business:

- a. Progress of My Senior Center Implementation: Dwight Freeman reported that My Senior Center has activated ASI's system as of this morning. Dwight can now start adding ASI's activities. Members names have already been downloaded. The touchscreen and scanner are working. Both Dwight and Sera Hirasuna have completed four hours of training. Dwight presented his project plan. **(Exhibit A)**
- b. Report of Ad Hoc Safety Committee: Witold Piekarski reported that the Ad Hoc Safety Committee met on August 27. Members of the Committee are: Christine Higgins, Karen Towle, Linda Evans, and Robert Pettit. The Committee's priority is to outline the responsibilities of the Safety Chairman. He noted that firemen, nurses, etc. would be excellent qualified candidates. Witold requested a walk-through for all activity leaders to get acquainted with ASI's electrical, water, gas, and alarms systems. Bob Whitlock stated he would video the locations and the procedures for turning off the utilities (gas, water, and electricity) within the next two weeks. The Committee will hold two more meetings, contact possible candidates, and present their recommendations at a future Board meeting.
- c. Suggestion Box is on the front desk: Bob Whitlock reported that a plastic suggestion has been placed on the front desk.

## 8. Special Officer Reports:

- a. Director of Finance Report: Bob McGregor shared the attached the cash income versus expense report. **(Exhibit B)** He noted the equipment expense of \$3,800 for upgrading ASI's surveillance system with one new camera, two monitors, and a new NVR. Additional expenses included a \$900 charge for cleaning the kitchen vents. Bob then shared a sample of his proposed 2025 Budget versus Actual form which was requested by the Board. Bob is asking that all Activity Leaders, Office Leaders, Committee Chairman, etc. estimate their expenses for 2025 so he can implement this new monthly report.
- b. Director of Tours Report: No report.
- a. Director of Office Operations Report: Karen Towle reported that ASI's total paid membership income is \$26,590 as of October 2023. Total paid membership count is 814 members. New membership count since last October is 232.
  - i. Training schedule for CPR/AED/First Aid/Emergency Preparedness: Karen reported that she has not been able to locate an instructor. She suggested that this might be the responsibility of the newly formed Ad Hoc Safety Committee.
  - ii. Approval needed for new printer for office. \$800: A motion was made to purchase a new printer for the office not to exceed \$800. The motion was moved, seconded, and approved.

## 9. Standing Committee Reports:

- a. Activities & Special Events
  - i. Updated Calendar: Sera Hirasuna reported on the following: There were three special activities last month including the Butterfly Lecture (attendance 55 people), Summer Danza (attendance, 55), and the Alzheimer's Association Talk (attendance 49). The next Alzheimer's Association lecture will Saturday, October 26. A new class, "Singing for the Brain" with instructor Dr. Chris Hasegawa, will start on Wednesday, October 16 from 3:15 to 4:45 pm. Dr. Hasegawa will also be the guest speaker at the February 2025 ASI luncheon. The Quilting Class which meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month has expanded their hours. The class now meets from 9am to Noon. EFT Tapping will be held on Wednesdays, from 1:30 to 2:30 pm, Room A, with instructor Bari Roberts. Sera also reminded everyone of the Listening Place Readers Theatre performance of "Copenhagen," on Sunday, October 6.

- ii. San Lyon Concert Update: Sera reported that a break-even amount has already been reached for the San Lyon Concert which will be held on Sunday, September 15, 1 – 3 pm.
- iii. Pancake Breakfast: Lionel Gill reported on the upcoming Pancake Breakfast Fundraiser & Car Show which will be held on Saturday, September 14 from 8 to 11 am. Cost: \$15, includes pancakes with sausage and/or bacon, eggs, OJ, and coffee. There will be no parking in the parking lot, due to the display of “tricked out cars.” Music from the ‘60s and ‘70s will be played and a backdrop will be available to take pictures.
- iv. Food Distribution Activity: Loretta Salinas reported that this month’s food distribution was over 260. The Committee will be meeting on Friday to discuss winter food distribution during the rainy season. Possible solutions include some type of canopy or awning. She noted that procedures for pick up has been modified. Traffic is now directed one way in, and one way out. In addition to discussing the rainy season distribution this Friday, the Committee will discuss how to reach members who are home bound.
  - 1. Request for additional supplies: Margaret Neal has donated additional tarps.
- v. Volunteer Recognition Workgroup report: Linda Evans reported on the progress of the Volunteer Recognition Day which celebrates ASI’s 65 years of volunteering on Saturday, October 5 from 11am to 3pm. There will be a free BBQ lunch, door prizes, displays, demonstrations, and games. Door prizes include gift certificates from the Olive Garden, Carmel Valley Ranch, window vacuums, hummingbird feeders, etc. Donna Elder-Hollifield will be Mistress of Ceremonies for the day. Linda asked for volunteers for set-up and break-down. Sera Hirasuna asked if the cleaning of the building on Saturdays could be changed to another day. This would permit more time to set up for Saturday activities. Cleaning of the facilities will now take place on Tuesdays.
- b. Publicity: Wayne McDaniel submitted the attached report. **(Exhibit C)**
- c. Kitchen: Lionel Gill stated there was no report from the kitchen.
  - i. Results of committee meeting(s): None  
Sept 12 Luncheon. – Reservation Deadline: Friday, Sept 6, 2024, 4:00 P.M. Menu: Pork Chops, Stuffing, Green Beans, and Mousse for dessert.
  - ii. Servers: Margaret Neal stated she had no report.
- d. Technology/IT Committee):
  - i. Workshops: Dwight Freedman reported there was light attendance at last month’s technology workshop. He noted this is typical for summer.
  - ii. Website updates: Jim Tripp reported that ASI is averaging somewhere between five and six hundred hits a month on the website, mainly first-time inquiries. Jim is compiling a list of website procedures.
- e. Nominating Committee: Donna Elder-Holifield reported that there are presently four Board vacancies for 2025. The Committee has completed the Committee Procedures, spoken with various candidates, and has additional information on possible candidates.

## 10. Standing Director Reports

- a. Policy and Procedures and Info Committee
  - i. Other policies still being reviewed by Committee: Linda Evans stated that the Committee has had 11 policies approved by the Board. The Committee is presently working on an Ethics policy and an Annual Board Questionnaire policy for presentation to the Board. The Committee will then focus on processes, procedures, and guidelines for each policy. She requested additional committee volunteers.
- b. Sunshine & Health: Donna Elder-Holifield reported that the monthly get well and sympathy cards have been sent. She also commented on the recent well-deserved award presented to George and Mimi Niesen by the Hartnell Foundation.

- c. Facility Maintenance: Bob Whitlock presented the 2 bids to install electrical outlets which consists of a quad at the check in desk for the My Senior Center hardware and 2 duplex outlets on the left office wall. The bids were \$1750 from Boss Electric and \$3060 from JM Electric. A motion to accept the bid from Boss Electric was made. The motion was moved, seconded, and approved.
- d. Facilities Use: Margaret Neal reported on the facility use of Listening Place Readers Theatre performance of "*Copenhagen*," on Sunday, October 6.
- e. Grants: Margaret Neal said there was no report for grants.
- f. Programs/Speakers: Janet Street reported that September's luncheon speaker is Diane Flesher, Peace Corps who will speak on her Colombian Experience.

**11. Additional Items for Discussion (not requiring action):** Karen Towle commented on the interest in ASI from the attendees at the Monterey County Fair.

**12. Future Agenda Items:**

- a. Historian: Linda Evans reported that when she was preparing the agenda for Volunteer Recognition Day, she uncovered many articles and pictures regarding the history of ASI. She stated that Karen Towle has suggested that ASI consider designating a Historian. George Niessen recommended placing an article in next month's newsletter asking for interested volunteers.

**13. Next Board Meeting:** Thursday October 3, 2024, 1:00 p.m.

**14. Adjournment:** 2:30 PM.