

**ROXBURY SENIOR CENTER
BOARD OF DIRECTORS
REGULAR MEETING
JANUARY 7, 2010
MINUTES**

CALL TO ORDER:

David DeWitt called the meeting to order at 7:03 P. M.

Board of Directors Present: David DeWitt, Toni Ann Mellace-Murray, Stephen Foreman and Marcella McVay.

Friends of the Senior Center Present: Jan Steers

Senior Center Director Present: Linda Wahlers.

REGULAR REPORTS

Friends' of the Roxbury Senior Center Report

Jan Steers thanked everyone for their help with the Christmas Festival. She noted that they did very well and expects that they cleared \$5,000. An official report of earnings will be available at a later date. The Friends welcomed a new member, Barbara Paul. They have appointed Marilyn Kaynor the Program/Event Director and Marianne de Silva the Culinary Arts Director. The Board plans to meet once a month with Linda Wahlers.

Ms. Steers reviewed the proposed Friends programs for 2010. She noted that they plan to expand upon the Festival of Trees, they will hold dinners with entertainment as fundraisers, and will hold a monthly birthday party at Soup's On to celebrate that month's birthdays. She reported that they have had a phenomenal response to their annual fundraising letter and asked for suggestions on how the Friends can assist the Senior Center. She noted that they were thinking about making the kitchen more user friendly. The Friends would like to make sure that funds are available to those who would like to attend classes and events and will be developing a Financial Scholarship for Seniors for this purpose.

The Friends are working on putting together a directory of phone numbers of their volunteers and will make this available to the Board. They would like to put a bulletin board up in the hallway of the Center to post Friends related information. Additionally, Ms. Steers suggested that directional signs for the bathrooms and offices would be helpful to Center patrons as well as changing the bathrooms to unisex.

A motion was made by David DeWitt to purchase and post unisex signs on the Center's bathroom doors. The motion was seconded by Stephen Foreman and carried unanimously.

David DeWitt thanked the Friends for all their work with the Festival. Ms. Steers noted that the unofficial Friends contribution for next year will be \$5,000. Most of the Friends' Board will be present at the next Senior Center BOD meeting.

The Secretary's Report- Minutes of Regular Meeting – 12/03/09

A motion was made to approve the minutes of the Regular Meeting held December 3, 2009 by David DeWitt, seconded by Stephen Foreman and carried unanimously.

Director's Report

Linda Wahlers clarified that the locks noted in the report are the existing locks for the upstairs that were pulled during the festival. The town crew is fixing them. She reported that the first floor zone valve was not covered by the heating contract. The Town is in the process of reviewing all the service contracts. She discussed the cancellation of Soup's On during the holidays due to the lack of volunteers. She stressed the importance of honoring what is posted on the schedule and feels it would be better not to schedule an event when such issues can be anticipated.

David DeWitt made note that he discovered that the switches for the outdoor lights are locked with within a closet and suggested that a new convenient switch might be something to include in the new budget.

A motion was made to accept the Director's Report of December, 2009 into record by David DeWitt, seconded by Marcella McVay and carried unanimously.

OLD BUSINESS

Community Foundation Area Grant – East Hill Woods Fund

Toni Ann Mellace-Murray reported that she contacted East Hill Woods regarding the process to apply for the grant. They did not have a process at that time. She will be following up accordingly.

Newsletter

Linda Wahlers reported that the Newsletter went out earlier than usual and everyone worked to meet the deadline.

TV Stand

Linda Wahlers reported that she found a stand to accommodate the TV at Target for \$259.99 plus shipping. The cable can be extended to put the TV in the seating area upstairs.

A motion was made to purchase the TV stand from Target using funds from Lloyd Green's bequest by Marcella McVay. The motion was seconded by Stephen Foreman and carried unanimously.

Flag Pole – Decide on a location-tabled

BUILDING & GROUNDS

Building Painting

Stephen Foreman inquired whether the contractor is still on this job. It was noted that this question would have to be deferred to Barbara Henry.

BY-LAWS & POLICIES- N/A

DEVELOPMENT

Fundraising – (Senior Center B.O.D. Fund) – Lloyd Green's Bequest

Stephen Foreman explained that there would not be a Treasurers Report this month. To date he is not aware of a deposit of the second check from the Green bequest into the BOD Fund.

2009/2010 Annual Appeal update

Linda Wahlers suggested that, in light of the great response received by the Friends, the Board follow the Library's model and have a board appeal. Stephen Foreman suggested a June date for the board appeal with specification of the use of the funds received. The Board agreed to further research these suggestions.

BUDGET

Complete the review & development of the 2010/2011 budget

Linda Wahlers distributed the Budget Recommendations for Fiscal Year 2010-2011 and Senior Center Budget Notes for Proposed FY 2010/2011 Budget. She explained that the budget is due in the beginning of February. The Board is expected to vote on the final budget at their February meeting. Stephen Foreman agreed to take on the responsibility of tracking actuals for future budgets. The Board agreed that they should ask the town to identify what they are responsible for with regard to the building maintenance.

Discuss Line Items:

The Board agreed to increase the Senior Center Maintenance Building line item to \$3,000. Cleaning Service and Supplies was reduced to \$5,000. Postage was increased to \$1,500 and DP Support increased to \$800. The Senior Center Programs were increased to \$7,000. Linda Wahlers agreed to revise proposed budget and advise with regard to renegotiated fees and contracts.

PROGRAMS

Review Activities Plan for 2010/2011- N/A

Casual Evening of Ethnic Food and Cultural Enlightenment- N/A

Prescription Medicine Take Back Program – Tabled

PERSONNEL

Review Job Description for the Senior Center Coordinator- Tabled

NEW BUSINESS

Discuss Budget Line Items- (see Budget)

OTHER BUSINESS

Lloyd Green Bequest

Linda Wahlers reported that \$1,474.50 of the Lloyd Green bequest has been spent on two flags with flagpoles and the outdoor furniture. Stephen Foreman agreed to follow up and get clarification where the balance of the funds is in the budget.

Request to Borrow Furniture

The Board agreed that there is no need to amend the Building Use Policy with regard to the requests to borrow Senior Center furniture. The furniture is in the Center for a reason and the Center Director has the authority deny such request as part of the day to day proceedings she oversees. David DeWitt noted that he discussed this with Pamela Southworth who agreed that the Director can say no to such requests without referring the question to the Board. She did not see any issues with lending the Center's furniture for senior related events.

David DeWitt noted that Pamela Southworth questioned whether funds left in the budget from previous years could be moved around. It was confirmed that unused funds are returned to the General Fund.

Town Website

Toni Ann Mellace-Murray noted that Policies and Procedures under the Senior Center on the town website links to a map. It was noted that a new webmaster is working on cleaning up the website and this will be brought to her attention.

ADJOURNMENT

At 8:45 p.m. a motion was made to adjourn by Marcella McVay. It was seconded by David DeWitt and carried unanimously.

Respectfully submitted,

Tai Kern