

**ROXBURY SENIOR CENTER  
BOARD OF DIRECTORS  
REGULAR MEETING  
FEBRUARY 4, 2010  
MINUTES**

**CALL TO ORDER:**

David DeWitt called the meeting to order at 7:00 P. M.

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

Senior Center Director Present: Linda Wahlers.

**REGULAR REPORTS**

**The Secretary's Report- Minutes of Regular Meeting – 01/07/10**

A motion was made to approve the minutes of the Regular Meeting held January 7, 2010 by David DeWitt, seconded by Toni Ann Mellace-Murray and carried unanimously.

**Director's Report**

Linda Wahlers clarified that Fire Marshal determined that six people can be safely seated in the kitchen for Marianne De Silva's cooking class. The elevator parts have been ordered. The elevator contract automatically renewed with the manufacturer; however, they agreed to match the best service contract quote the town received. Linda Wahlers explained that a 90 minute school delay has no impact on the Center's hours.

A motion was made to accept the Director's Report of January, 2010 into record by Toni Ann Mellace-Murray, seconded by Stephan Foreman and carried unanimously.

**Friends of the Roxbury Senior Center Report**

David DeWitt read aloud an e-mail received from Jan Steers confirming the Friends' contribution for next year will be \$5,000. She noted that there was nothing new to report to the Board.

A motion was made to accept the Friends' Report of January, 2010 into record by Marcella McVay, seconded by Toni Ann Mellace-Murray and carried unanimously.

**OLD BUSINESS**

**Community Foundation Area Grant – East Hill Woods Fund**

Toni Ann Mellace-Murray explained that she contacted East Hill Woods regarding the process to apply for this grant and was advised by Carol that they would only speak with the Center's Director. Linda Wahlers reported that she spoke with Carol who advised that this fund is intended to be used for seniors who are in need of funds, but do not qualify. Linda Wahlers put Carol in contact with Barbara Henry. Toni Ann Mellace-Murray confirmed that she received information from Barbara Henry regarding this fund for low income seniors. She noted that there will be no need to apply for the grant. Funds will be distributed according to need.

**Newsletter**

Linda Wahlers reported that the Newsletter has been going very well.

**Flag Pole – Decide on a location-tabled**

**BUILDING & GROUNDS**

**Building Painting**

David DeWitt reported that Judi Moker advised that the painter will return in the spring to finish the job.

**BY-LAWS & POLICIES**

**Name Change Required: Center Coordinator to Center Director of the Senior Center**

David DeWitt reported that the By-laws have been amended to make reference to Linda Wahlers as the Center Director.

A motion was made by David DeWitt to accept the By-laws as amended with reference to Center Director. The motion was seconded by Marcella McVay and carried unanimously.

**DEVELOPMENT**

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

Stephen Foreman distributed the Treasurers Report as of 2/4/10. He noted that there has not been a change to the balance of the BOD Fund of \$644. The purchase of the TV stand has not yet been reflected in the balance. He explained that the Green bequest is in a separate fund with a balance of \$8,318.21. These funds can only be accessed under the direction of the Senior Center BOD.

## **2009/2010 Annual Appeal update**

The Board agreed that they would send an appeal June. They agreed to discuss the details of the mailing at the next meeting.

## **BUDGET**

### **Complete the review & development of the 2010/2011 budget**

Linda Wahlers distributed the revised Budget Recommendations for Fiscal Year 2010-2011 and Senior Center Budget Notes for Proposed FY 2010/2011 Budget.

Discuss Line Items:

The Board agreed that DP Support would be left to Linda Wahler's digression once the town confirms that fee, which is expected to be approximately \$800. It was suggested that it is time to pass on the electricity rate increase on to the Land Trust. David DeWitt agreed to discuss a proposal of a 2.5% electricity rate increase for the Land Trust with Barbara Henry. The Board questioned why the phone bill is so high. Linda Wahlers agreed to ask the town how the bill is calculated. She noted that they are paying for three lines. It was suggested that a nonprofit rate reduction is requested. Additionally, it was suggested that the Municipal Agent's line is charged to a different budget. The Board discussed that this was a difficult year with regard to maintenance repairs. It was noted that it has become increasingly difficult to maintain the building on the budget. It was confirmed that the Annual Appeal postage will be taken from the BOD fund.

The Board agreed to make the following changes to 2009-2010 Appropriation for the 2010/2011 budget:

- Heating fuel increase from \$7,400 to \$8,250
- Electricity increase from \$8,250 to \$8,700
- Building maintenance increase from \$2,550 to \$3,500
- Maintenance contracts decrease from \$5,600 to \$5,200
- Postage increase from \$1,380 to \$1,450
- Programs increase from \$6,500 to \$7,100

A motion was made by David DeWitt to accept the 2010/2011 budget as discussed. The motion was seconded by Stephen Foreman and carried unanimously.

## **PROGRAMS**

### **Review Activities Plan for 2010/2011**

The Board discussed having a table at the Recreation Commission's town wide tag sale for the BOD to benefit the Senior Center. The Center would accept donations of items to be sold at the tag sale.

A motion was made by Stephen Foreman to set up a table at the Recreation Commission's town wide tag sale to benefit the Senior Center BOD's fund. The motion was seconded by Marcella McVay and carried unanimously.

Stephen Foreman agreed to contact the Recreation Commission to make arrangements for the table.

**Casual Evening of Ethnic Food and Cultural Enlightenment-** Tabled

**Prescription Medicine Take Back Program – Tabled**

## **PERSONNEL**

**Review Job Description for the Senior Center Coordinator-** Tabled

## **NEW BUSINESS**

**Discuss Budget Line Items-** (see Budget)

**Town Website**

David DeWitt reported that the Senior Center By-laws, Building Use Policy and Application are now all posted on the town website.

## **OTHER BUSINESS**

**Board Terms**

It was confirmed that all Commissions and Board terms are now 4 years. It was agreed that there was no need to add this to the By-laws since this is now town policy.

**Fifth Grade Project**

The fifth grade teacher at Booth Free School, Keri Snowden, would like her students to get involved in community service projects and has offered their services to the Senior Center. Linda Wahlers noted that she would love to see a stronger relationship between the school and the Center. Toni Ann Mellace-Murray suggested that the students assist Marilyn Kayner with the vegetable garden. Perhaps the children can help plant, harvest and sell vegetables as a fundraiser for the Center. She noted that they can take pictures throughout the process and post them on the website or in the newsletter.

**Senior Portraits**

Gregory Davis would like to offer portraits at the Senior Center. His proposal includes a free 5x7 and a \$10 donation, not required, and a discounted lunch. He is also requesting a waiver of the insurance. The Board agreed he could offer the free 5X7 with donations going to benefit the Senior Center. The Board will not allow for a waiver of insurance.

**Organ**

The Board reviewed the generous offer of Maureen White to donate a Thomas organ. They agreed it was a lovely gesture; however, the Center does not have a need for an organ.

**Building Use Policy**

The Board confirmed the receipt and review of the 2008 information provided by Barbara Henry regarding the building's use. The Board agreed that they would like to review the grant information from 2001. This information will be discussed in more detail when Barbara Henry can be present.

**ADJOURNMENT**

At 8:13 p.m. a motion was made to adjourn by Marcella McVay. It was seconded by David DeWitt and carried unanimously.

Respectfully submitted,

Tai Kern