

**ROXBURY SENIOR CENTER
BOARD OF DIRECTORS
REGULAR MEETING
MARCH 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, Pamela Southworth and Marcella McVay.

Senior Center Director Present: Linda Wahlers.

Friends of the Senior Center Present: Jan Steers.

REGULAR REPORTS

The Secretary's Report- Minutes of Regular Meeting – 02/04/10

A motion was made to approve the minutes of the Regular Meeting held February 4, 2010 by David DeWitt, seconded by Pamela Southworth and carried unanimously.

Director's Report

A motion was made to accept the Director's Report of February, 2010 into record by David DeWitt, seconded by Marcella McVay and carried unanimously.

Friends of the Roxbury Senior Center Report

Jan Steers reported that the Friends have scheduled a champagne reception and book signing fundraiser for Jeannine Green's recently published book on 3/20/10 between 4:00 pm and 6:00 pm at the Town Hall. They will be using an antique punch bowl that was donated to the Friends that the Board is welcome to use for their events as well. She noted that the Friends would be grateful if Board members would like to make something to serve at the event.

Jan Steers reported that the Friends have had a wonderful response to their annual appeal. They have the funds to provide additional support to the Center. She noted that there have been comments that the kitchen requires items to make it more functional. David DeWitt suggested that a list of the Center's requirements be reviewed by the Board.

Jan Steers explained that as a goal the Friends would like to someday see all programs at the Center available for free. At this time they would like to offer a scholarship fund to be available to confidentially absorb fees for programs for those who cannot afford them.

A motion was made to accept the Friends' Report of February, 2010 into record by David DeWitt, seconded by Marella McVay and carried unanimously.

Toni Ann Mellace-Murray noted that the Board would like to have a table at the town wide tag sale as a Board fundraiser and invited the Friends to participate. Jan Steers agreed to ask the Friends if and how they would like to participate. Linda Wahlers noted that there are items in the Senior Center that are not needed that could be contributed to the tag sale. She agreed to put a list together for the Board to review

OLD BUSINESS

Budget Item: Roxbury Land Trust – Shared Utility Cost for Internet & Electric

Pamela Southworth reported that on January 14, 2008 the lease for the Land Trust was sent to Julie Steers noting the charge for electricity as \$15.60 with the usage at the time being 85 kilowatts. However, it notes that the Land Trust could be assessed at a higher fee if consumption increased. Linda Wahlers agreed to send an e-mail to Barbara Henry requesting that their monthly consumption be reviewed.

Newsletter

Linda Wahlers reported that the printers had the Newsletter available to be mailed prior to the recent snowstorm.

Flag Pole – Decide on a location-tabled

BUILDING & GROUNDS

Building Painting- Tabled

BY-LAWS & POLICIES

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

David DeWitt reported that the By-laws amended to make reference to Linda Wahlers as the Center Director have been filed with the Town Clerk and posted on the town website.

DEVELOPMENT

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

It was noted that Stephen Foreman will distribute the Treasurer's Report via e-mail.

2009/2010 Annual Appeal to be discussed

David DeWitt presented the Volunteer Fire Department appeal letter and noted that the Senior Center BOD should use the same approach in their appeal letter. Linda Wahlers suggested that the Board should be specific that the appeal is coming from the BOD because the Friends also have an appeal letter. The difference between the two appeals should be clearly defined. Marcella McVay suggested that they should stay focused on underwriting the building in the Board's appeal.

Pamela Southworth agreed to work with Stephen Foreman on a template for the letter. Pamela Southworth agreed to confirm with Barbara Henry that the Board is permitted to solicit funds. It was noted that the BOD is not a nonprofit.

The Board discussed whether there should be class level for donations. Pamela Southworth noted that the letter should include something that compels people to donate. She suggested that they should include what has been accomplished and what they want to accomplish in the future. It should be noted that the building is also used as an emergency shelter. The cost of running the building in a time when the town cannot afford it should be included. They could detail expenses and repairs required. Linda Wahlers agreed to provide the top six costs of running the Center.

Pamela Southworth suggested that they look into using the appeal as the beginning of a building endowment. Additionally, she suggested that they could honor Lloyd Green in the letter or have donations toward trees to be planted on the grounds with a plaque honoring the contribution. She agreed to look into the legalities of both the appeal and an endowment. The Board agreed to think about what they would like to support with the appeal. Pamela Southworth will put together notes so the Board can continue the dialogue regarding this topic. She noted that this would take some time.

BUDGET

2010/2011 final budget

Discuss Line Items for Computer Hardware Support & shared Utility Cost:

Linda Wahlers reported that the fee for computer support was considerably more than what had been anticipated. She adjusted the budget accordingly. She confirmed for the Board that this is the company that is used by the Town. Pamela Southworth agreed to contact Barbara Henry to discuss the computer uses how they apply to the fees charged to the Center.

PROGRAMS

Review Activities Plan for 2010/2011

Linda Wahlers reported that she is receiving new ideas for activities all the time.

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

Increase in Director's Hours

David DeWitt read aloud an e-mail received by Linda Wahlers dated 3/4/10 requesting a discussion regarding an addition of two hours to her weekly salaried hours to compensate for actual hours being worked. Barbara Henry has requested an endorsement from the Board of Directors before this is brought before the Board of Selectmen. The Board noted that this was discussed and agreed upon last year. Linda Wahlers explained that the position does not include the benefits of a salaried position. David DeWitt agreed to discuss with Barbara Henry whether the Director is actually a salaried position because the Board needs to understand this better.

Soup's On Training

Soup's On training scheduled for Monday, March 8th was discussed. Linda Wahlers reported that there is a way to temporarily heat the first floor of the building. It was noted that the Friends have signed the Building Use and Key policies and that there was no need to sign them every time they use the building unless it is a unique situation. The Board agreed that they are okay with this use. It is a recurring and appropriate use of the building. They only request oversight of new programs and uses of the building. Preapproved functions can be handled by Linda Wahlers.

OTHER BUSINESS

VNS Blood Pressure Screening

Linda Wahlers reported that they had a situation where there was a high reading and the senior's physician was contacted. She noted that she would like to have emergency contacts for patrons of the Center. Pamela Southworth proposed that they have an emergency contact card filled out. Linda Wahlers suggested they have an optional form for patrons to fill out that include this information that could be kept in a secure place within the Center in case of an emergency.

ADJOURNMENT

At 8:50 p.m. a motion was made to adjourn by David DeWitt. It was seconded by Marcella McVay and carried unanimously.

Respectfully submitted,

Tai Kern