

## Roseburg Senior Center Minutes

1/9/15

**The meeting was called to order by Tim Rogers, President**

**Roll Call:** Tim Rogers, Linda Sheridan, Doris Loveday, Val Ashcraft, Linda Cornett, June Ervin, Will Hooper, Carol Jahnke, Peggy Mark, Margaret Roark, Katy Scarantino, Lisa Schrader, Trudy White.

Treva Anderson excused, Joyce Velardi unexcused.

**Minutes:** Linda Sheridan made the motion to accept the minutes as read. Val Ashcraft seconded the motion. Motion carried.

**President's Comments:** We are in a new phase of development; we are still experimenting, from table set up to getting the right toilet paper; checking out Sysco. There are going to be operational changes; new board members because we will be losing vital members because of the six year limit now in the by-laws. The thing to remember is, these people can still be the head of any committee and report to the Board of Directors.

Chapter 2 of the Handbook for Nonprofit Organizations – “absolute difference, celebrate and have *Yearly Board Meeting* on date of organization which would be May 13<sup>th</sup>, but with no voting. September should remain time for the voting of board members. We need to think about and discuss at next meeting.

We need to live up to our Mission Statement as written at the beginning of our by-laws.

“The Roseburg Senior Center is organized to provide “senior citizens” with social activities, recreation, education, dining and companionship in an inviting and safe atmosphere.”

Discussing reports – Committees should have reports in writing one week before meeting. We need to look at things that will continue after we leave. What did you do? What needs to be done? What can you do to make sure it continues. You need to stick around we still need your input.

Linda Cornett questions the advisability of having a non-participating board member. Linda Sheridan volunteered to talk with the board member and find out what this person feels is the job he/she can do. Linda S has applications available for application to be a board member. Most important we need to know what the applicants can do as a board member to help improve the Center.

**Treasurer's Report:** Quick Books is working. Linda S. is still doing both programs side by side but sees Quick Books being the system for the 2015 year.

There was an \$800.00 water bill because of a urinal not working properly and a constant leak. We will be having someone check, sporadically, the water meter to see if there is still a leak.

Atrio has agreed to pay \$75.00 per month for six months. Roseburg Senior Center will bill them monthly.

Dee Sackett of G Stiles has rented one office to a massage therapist for \$400.00 per month. Can we get a copy of the contract?

The accounts being handled by DA Davidson are losing money. Need to investigate moving accounts to Edward Jones.

Linda S. has moved \$20,000.00 from DA Davidson to the building fund.

RSC is responsible for keeping the foyer area and bathrooms clean, dusted and presentable.

There was a box of rolled coins in safe for no apparent reason. Linda S. had deposited the money.

A new policy has been initiated regarding the counting of monies for bingo and the concession stand. All monies are to be counted by two people and both persons will sign the envelope.

Linda S. has all keys. Val Ashcraft, Lisa Sheridan and Doris Loveday have master keys to the safe.

June Erwin made the motion the report be accepted and was seconded by Trudy White. Motion carried.

**Budget Committee:** Linda S has a spread sheet to work on. Committee will set up a meeting in two weeks and bring back to next meeting.

**Building Committee:** A designated smoking area needs to be set. This area needs to be 10 feet from any opening into building. Butt cans need to be set up to keep the area clean. Margaret Roark suggested we check to see if there is a Boy Scout who is working on his Eagle Scout Badge, might build a weather shelter for those who are forced to smoke out in the weather.

The lights outside need to be checked to see how many work.

We need to move the signs out where they can be seen by those driving by. Great way to advertise Bingo.

We need a gardener to take care of the flowerbeds.

Need to get parking stripes painted in parking lot.

There have been inquiries regarding renting the large room. We need to set rental rates. Donations of \$25 to \$75 were suggested for the AL anon group wanting to use the room on Valentines' day. Building can only hold 138 people.

Building committee meeting still set for Thursdays at 1:30 pm.

**Membership:** Re: Privacy Act. No names or numbers are to be given out. If someone needs to contact someone the office will call the member and give them a number to call back.

Peggy Mark has designed a business card with everyone's name and number on it. Lisa made a motion to have cards made for all the board members. Margaret seconded the motion. Motion carried.

Membership cards will now be mailed out instead of being handed to member at time of paying their dues.

Board members to wear name tags at all time when in the Center.

Guests – A motion was made by Lisa S to the effect, a guest may come three times to participate with Center functions and then must join or they cannot return. The motion was seconded by Val A. Motion carried.

**Tour Group:** The last trip was a success. Tour group meetings are held on the 4<sup>th</sup> Thursday at 2 pm.

First trip for 2015 will be a theater trip in March.

**Publicity:** Umpqua Shopper will provide a bin for the papers which will be delivered weekly to the Center.

A cash box for the Craft Sales and sales slips is needed.

Everything put out for sale must be handmade and priced reasonably.

30/70% for consignment. A name has to be on item/pricing in order to get paid. If there is no name the whole sale goes to the Center.

Is there going to be a yard sale.

Linda C. has an interview scheduled with KPIC. She has been talking to one of the radio stations also. Possible weekly radio chats for Brook Communications. KQEN Need door prizes for the grand opening.

Linda asks that she be kept in the loop when planning upcoming events so she can make sure the publicity gets done.

**Kitchen:** Since the Center doesn't have a license at this time, we cannot sell food to non-members. This means no hot food or sandwiches can be served at Friday night Bingo that are prepared by the Center. Food can be purchased from a licensed kitchen and delivered to the Center to be sold.

A meeting with a SYSCO representative is scheduled for the 15<sup>th</sup> at 1 pm. SYSCO has special pricing for non-profit organizations.

Is there a signed contract with Pepsi regarding the soda machine. There should be

a copy of any signed contracts in the office file. There should be Coke products in the machine. Big Foot carries both Pepsi and Coke products. Water to be placed in machine also.

The Friday Center/Community Lunch, (better known as potluck Friday) is currently serving only the main dish. We are still getting a casserole from the Garden Valley Retirement Residence which helps to fill in empty places.

**Bingo:** Saturday Bingo? Bingo meeting to be held January 27<sup>th</sup> at 10:30 am

**Newsletter:** The next edition to be published on February 19<sup>th</sup> & 20<sup>th</sup>. Get your information to June e after the next meeting.

**Upcoming events:** Super Bowl Sunday to be held on February 1<sup>st</sup>. Doors open at 1:30 and games begins at 3:00? It will be a bring your own snacks party, with the Center providing the place, TV and little smokies.

**New Business:** Flyers telling about the new Senior Center Opening and whereabouts.

For future discussion, a new member will be required to sign a code of conduct. Trudy White has a form from another Senior Center where the members sign a form that includes a "Hold Harmless" and "Code of Conduct" that all members sign as they join or on their next renewal. Each board member will sign every year. Lisa S. made a motion to adopt this procedure and was seconded by Trudy. Motion carried.

Flyers on Community Events bulletin board to be reviewed, approved and dated.

Linda C made a motion to adjourn and was seconded by Lisa. Motion carried. Meeting adjourned at 11:45 am.

Respectfully submitted,  
Doris Loveday

