

Roseburg Senior Center Minutes

11/14/14

The meeting was called to order by Tim Rogers, President

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

Minutes: Correction, June Ervin was in attendance at meeting in October 2014. June made a motion to pass minutes and Val Ashcraft seconded. Motion carried.

Presidents' Comments: Make it short & sweet, we have a lot to cover.

Treasurers Report: Quick Books is up and running side by side with Excell. Question? How much do we want to see each month in the report? Do we show investments as profit/loss? At this point we don't want to use investment money for revamping the building. Building fund is only to be used on redoing the building.

Linda Cornett made a motion to accept the report with Margaret Roark seconding it. Motion carried. "Thank you Linda. Job well done."

Budget Committee: Chins is a new area to be covered. Dale Roark, Linda Cornett and Linda Sheridan will work on the Budget.

Building Committee: 75 sheets of sheet rock plus some hanging tools have been purchased to the amount of \$1226.51. The sheet rock will be put up in the proposed kitchen area on Monday 11/17/14. They will need screws for the job. The stage is built but needs speakers put in and the mike jacks set up. \$26.00 was spent for light snap on clips.

Proposed design additives: A "grease trap" will need to be installed for the proposed kitchen. Estimated cost is \$3500.00. An exhaust system/fire suppression? unit has been included in proposal in order to pass inspections.

We have City permits but we are waiting for County permits.

We need a new contractor.

Kitchen will be temporarily established in main room.

County is holding us up. Planning department and building department.

We can move into building after fire door is installed. Electrician is to come in on Monday or Tuesday. Sheet rock on ceiling, fire block and mold prevention on the "to do" list.

What is plan B? Fire door inserted we are good to go .Can use front office for kitchen. Door is going to be there on December 15th.

Convection oven is not working properly. Carol Jahnke suggests checking convection over out and have it maintained from now on. Carol wants an estimate on what needs to be done. Get someone in to give estimate first then do what is necessary to be fixed as long as it doesn't cost more than \$200.00.

Check with Fred Butts. Val Ashcraft volunteered to have her husband Ray check it out. Just needs to see the maintenance book for oven.

Carol made a motion to get the convection oven inspected and spend no more than \$200 to fix it. Trudy White seconded the motion. Motion carried.

By-laws Committee: We went thru paperwork page by page. Red ink indicates items to be deleted. Green ink indicates items to be included.

Article VII is not a by law. It needs to be under policy and procedure program. The statement regarding "Roberts' rules & order" do we need it? It should be deleted.

Board can overrule any decision made by the general membership.

Do we want a 1 year membership in organization for a qualification before being elected to the Board of Directors? Yes.

Peggy Mark proposed acceptance of the by-laws with changes noted. Val seconded. Motion carried.

Membership: Linda Sheridan made a motion that effective July first membership dues be increased to \$12.00 per year. Trudy White seconded the motion. Motion carried.

Conflict of Interest Policy and Disclosure of Gifts: Because we are a Corporation we need to have a set policy in place in order to protect the Corporation. Per Linda S. the conflict of interest policy should be signed by every board member at time of their initial election to the Board or at the first meeting after said election. Current sitting board members would have signed the policy at time of their election.

Tour Group: Scheduled trips have been cancelled. Performances have been cancelled or rescheduled when buses are not available. Val Ashcraft will check with Winston regarding renting a bus.

Trudy White mentioned that UCAN has applied for new buses. Is there a possibility of getting one of their old buses for our use?

Tour Group will do a policy procedure in January.

Publicity: The Bazaar was a success. There were 90 people visiting on Saturday and 60 on Sunday. Linda Cornett to send out Thank You notes to all of the vendors.

Linda has been working with The News Review to do a by-monthly advertisement in the Shopper. It will cost \$50.00/month and will give the Center is highly visible advertisement.

Peggy Mark made a motion to do the advertisement and Margaret Roark seconded it. Motion carried.

May 5, 2015 will be the 50th Anniversary of the Senior Center. Linda C. would like to get the ball rolling on the celebration planning now and not wait until the last minute. We need lots of government personnel at the celebration. Suggested persons of interest – the governor, county commissioners, the mayor. We need publicity. Carol Jahnke suggested it would be a good time to start a capital fund drive.

Linda C needs help to plan this and other upcoming events during the year. If you know someone who is interested in this type of work give Linda names and phone numbers. It was suggested that RSVP could help with events. The new contact person at RSVP is Karen Scavuzzo 541-492-3917.

Kitchen: Val Ashcraft is the new Kitchen coordinator. She is in charge of scheduling who will work when and she will be doing the purchasing of groceries for the daily usage for lunch counter. If you can help, please call Val. If you need help, please call Val. There is a calendar by the lunch counter for signing up to help. Remember, many hands make for an easier job.

Margaret Roark reminded everyone that what is bought by the Center, is for the use of the Center and should be available for usage by all who work in the kitchen. If it is your personal item, then please take it home and let the kitchen staff know that the Center needs to replace the item.

A grocery list needs to be started weekly. If you take out the last item put it on the list. Val will fill the order at the end of the week.

For future reference, all groceries are to be checked in by a disinterested person at the time of delivery and signed off.

Larry Thompson delivered a complaint regarding an incident which happened earlier in the year.

Peggy M. reminded the board that “the ugly” needs to be taken out of the main room and dealt with in private. Personalities clash but we are all adults and should be able to work together without squabbling. Tolerance goes a long way and acceptance applies to everyone.

A policy needs to be written up and a schedule needs to be available.

A kitchen committee meeting is set for November 20th at 2:30 pm
The Meeting broke up for lunch.
The Meeting back in session at 1:08pm.

Bingo: Bingo is doing well. There is definitely no Cheating going on. The appearance of impropriety has been eliminated. In the future there will no longer be any holding of papers for someone while they run and get or do something. Papers will be sold, cash in hand, standing in line.

Newsletter: All articles need to be to June Ervin the week after Thanksgiving; at the latest Tuesday of that week.

Up-coming Events: Decorating party at the new center. Linda Sheridan is donating a Christmas Tree to the Center. On December 20th at 2:00 pm there will be a decorating party held at the new Center. Everyone is to bring an ornament and finger food. Everyone will be asked to bring a canned food item to do a food basket for Christmas. Linda C has a basket. Event is open to the whole membership.

It was suggested that a Christmas drive for unisex gifts be done for Ashly Manor and Lisa's home care. Val made the motion and Linda S. seconded it. Motion carried.

Moving days: December 12, 13, and 14th has been selected as the moving days for the Center. Monday, December 15th Penny Bingo will be held in the new Center. We will need pick-up trucks and trailers.

Dana Potter has tools and moving equipment. He needs \$30.00 to get his equipment out of storage. Doris Loveday made a motion that the Center pay the \$30.00. Katy Scarantino amended the motion to include allowing Dana to store his tools and equipment in the new Center. June seconded the motion. Motion carried. Dana is the Security Guard at the new Center.

New Business: Everyone on the board needs to be doing something and providing input. Policy and Procedures need to be written for specific job descriptions for each and every board member. Are we doing positive things in order to grow?

Val made the motion to close the meeting. Margaret seconded the motion.
Motion carried. Time: 2:05 pm

Respectfully submitted,
Doris Loveday