

Roseburg Senior Center Minutes

2/13/15

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.

Discussion followed regarding “how long can someone be gone before they lose their position on the Board of Directors. Point in question, the time Treva Anderson, the Vice President has been gone.

Margaret Roark reminded everyone that Treva had announced multiple times she would be gone for two to three months over the end of the year. Doris Loveday also reminded everyone that the month before Treva did leave, she was having health problems. We need to remember we are all subject to the perils of health especially when we are working under duress.

Peggy Mark is going to draw up a form to be used in the future to be signed when anyone will be gone for an extensive time.

Linda Sheridan will investigate for a Policy & Procedure statement. Something definitely needs to be done for future useage.

Minutes: Linda Cornett brought up a need to correct the verbiage under Membership to read: Guests are encouraged to join after three visits to the Center as opposed to “Must join”.

Lisa Schrader made a motion that the sign in slip show a “guest line”. Val Ashcraft seconded the motion. Motion carried.

President’s Comments: “Thank you” to everybody for moving forward. Everyone is doing their part.

Treasurer’s Report: The Center made money as shown on the profit and loss report. We need to make at least \$8,000.00 per month in order to succeed. Tim reminded everyone that there was \$3,000.00 in donations the first month of residence in our new building. This has never happened before. \$500.00 has been the largest donation in the past.

Members of the Center came through with collecting enough for window shades for the building. The shades cut the glare on the tables which makes it hard for the Bingo Players to see. The Wood Carvers also gave a substantial donation to

the cause. If we tell the general membership what we need and why we need it we give them the opportunity to step up and help. Bottom line, we are a not for profit volunteer organization and everyone needs to and can help.

Heating and Air will be coming in on the 24th to start installation. The lowest bid was by..... for the amount of.....

The electrician is to start on the 25th. The lowest bid was by Electrical Services Y Contractor, Inc. for the amount of

The plumber, in the amount of

Copies of the contracts are in the office.

The \$800.00 water bill has be adjusted by the water department. They are adjusting off \$700 + from the bill. We have a credit at the moment since we have paid half as was agreed by the water company. The water meter shows we have used only 1 unit since we have occupied the building.

June Ervin offered her congratulations to Linda S for a job well done and everyone agreed whole heartedly.

Lisa S made a motion that the report be accepted and was seconded by Linda C. Motion was carried.

Budget Committee: Tabled until next meeting.

Building Committee: Regarding the stripping for the parking lot. Lisa S suggested there should be a diagram showing what we need. There is no legal need for more than one handicap parking spot out front. It was discussed to have parking spots along the front of the building designated for the handicapped but decided that those who need to park close to the front door will in all likely hood come early enough to park as close as they need to be.

Lisa S has a bid for \$860.00 for the parking lot stripping. Margaret R made a motion to have Lisa arrange for C&B Stripping do the work and the motion was seconded by Val A. Motion carried. It was then asked if “Arrows” could also be painted at the entrances off of Pine Street and SE Stephens Street to indicate which way to turn to exit the parking lot.

Peggy M brought up the designated “Smoking Area”. Per **2013 ORS 433.845**

(1) A person may not smoke or carry any lighted smoking instrument in a public place or place of employment except in areas designated as smoking area pursuant to ORS 433.850 (Smoke free place of employment required).

The required distance from any opening – window or door – is 10 feet. The smoke is not to be allowed to sneak in any kind of opening.

It was suggested that the smokers use the SE Stephens Street side of the building for their smoking area.

Linda S addressed the issue of the back door next to the current kitchen area. This door is not to be used by the general membership but only by the staff. Lisa made a motion for a sign to be posted "STAFF USE ONLY" and Linda C seconded the motion. Motion carried.

Policy & Procedure: A Craft Selling Policy was submitted by Linda C. During discussion Margaret R objected to the mandatory 30% fee to be paid to the Center. Her objection is, "It is too much. 1-% or 20% would be more in line for the membership venders."

The Woodcarvers have agreed to the 30% sales fee.

Lisa S made a motion to do 30% and was seconded by June E. Motion carried with two objections.

Carol Jahnke brought up the point that too many people are coming in to eat on Friday who are not members and are not paying the \$3.00 suggested minimum donation and a donation of \$5.00 to be asked of non-members. We are not allowed to serve the general public at this time so we cannot have drop-ins from the neighborhood.

Carol suggests: (1) Members need to carry their membership cards for checking and (2) Get an actual count daily for records for grants. One way this could be done is to have a greeter at the door and make people sign in when they enter the building. Her suggestion is the greeter could also collect the donation at that time.

A Code of Contact and a Hold Harmless Statement was submitted to the board. Board members are to sign every year but the general membership to sign only at the time of joining. This will be done at the July membership drive at which time there will be an increase of the dues from the current \$10.00 per year to \$12.00 per year.

Bingo: There was no meeting of the Bingo Committee this last month.

Lisa S suggested that the bingo papers which now sell for \$0.25 per sheet be raised to \$1.00. At this time, the Center has the lowest paper prices in town. We need to let everyone know at this time of the proposed increase as of the first of April.

The monitor and speaker are not working efficiently. The monitor needs to be moved to the front wall where the speaker currently resides and the speaker needs to be moved back further from where the monitor currently resides.

We need to discuss this with the electrician when he comes in to do the work on the kitchen if at all possible. Lisa S has said she will be here to discuss with the electrician.

Can we re-arrange the room? It was suggested that when the booths are removed from the back storage room that the current stage be taken back there until such time as it is needed for an event.

Then the library and gift shop could be moved from their current spot up to the front of the room, where the stage is currently sitting. The pool tables could be lined up with the second window with the Bingo tables being moved back further and using the then available space for seating.

It was suggested to get handicap stickers to place on the end of two tables to ensure adequate space for those who do use wheel chairs.

There has been an inquiry regarding purchasing the shuffle board table. Lisa S made a motion of \$500.00 for the shuffle board table and was seconded by Peggy M. Motion carried.

Membership: Per Trudy White there are currently 425 members even though 18 were deleted this last month. We have 23 members who are now designated Life Time Members (anyone over the age of 90) and we have welcomed 71 new members. When taking a new membership we need to make sure we have the date of birth so we can keep track of our life time members.

Tour Group: The tour group has lost money because not enough people are signing up to participate. Along with this if we have to cancel the bus we need to do that 2 weeks in advance, waiting to the last minute means we have to pay for the bus even if we don't use it. This is one of the reasons we try to get a full bus two to three weeks in advance.

When we order the tickets we have to pay in advance, so even if we don't get the 30 people we ordered tickets for we still pay for them, period. Anyone cancelling at the last moment is still liable for the tickets they ordered.

There is a plan for a trip to Ashland to see Guys and Dolls.

The YMCA and the Winston Senior group do trips also and do it for a cheaper price. Can we work with the Winston group and may be get a better rate on the bus by doing so?

There is a need for more people to get involved with the tour group committee. Meetings are held on the 4th Thursday at 2 pm. If you are interested or know someone who can help, "Please" join us at the meeting.

Publicity: Linda C was interviewed by Brooks Communications 1240 on January 30th, at 12:30 pm – Inside Douglas County.

Linda will be doing radio talk shows from 4 to 5 pm on Thursdays in the future. She will be talking about the 50th Anniversary there and at KPIC.

Linda is currently talking to the PRA Group about a Senior Race Night (No we aren't going to be the racers) in conjunction with Sutherlin and Winston.

Linda needs a letter about the grand opening celebration drafted to mail out to local dignitaries and political representatives requesting their presence here in Roseburg for the event. This needs to be mailed out as soon as possible so we can get on their respective events list.

A venue of entertainment needs to be arranged along with different social events, i.e. food and music, for the day to make a statement,

The Seniors are Here and we Plan to stay Here.

New Business: Raffle license was brought up because of proposed raffle to be done at Grand Opening. Peggy M went on line on her smart phone and found we do not need a license if we do less than \$100,000.00 in raffles during the year.

Newsletter: June E has not received enough reports from the different groups to do a newsletter. We need to keep our members informed with what is going on in our center and the best way to do that is to get a newsletter out to the members. June asks that everyone get her something by Monday so she can put it together and get it mailed by Friday, February 27th.

Fir Grove: 15 caps were donated to the school for distribution to the those students in need.

Yard Sale: Is planned for this summer. More discussion to follow.

Re: Dana Potter - The Center has been paying Dana a stipend for helping out around the Center. He is not an employee at this time, but a volunteer who we help out with expenses.

Val A made a motion the Center pay Dana \$100.00 per week. Linda C seconded the motion. Linda S stated Dana will get a 1099 report at the end of the year as an independent contractor. Motion was carried.

Meeting was adjourned at 11:45 am.

Respectfully submitted,
Doris Loveday, Secretary