

**Roseburg Senior Center minutes (Mid- Month)      Date: 5-26-2016**

**Roll Call:** *Present Tim Rogers, Linda Sheridan, Peggy Mark, Brad Crenshaw, June Ervin, Doris Loveday, Lisa Schrader and Louise Piazza. Excused Val Ashcraft and Linda Cornett.*

*Guests: Pam Speta, Ron Elliott and Treva Anderson.*

Pam Speta from Edward Jones spoke to us about how to administer our investment. All Monies have been transferred from DA Davidson to Edward Jones.

Pam reviewed our investments and she found some missing information and guidelines for us as a Board and nonprofit entity. She explained some of the missing areas and gave suggestions on how to correct them. First we as a board must understand that we have fiduciary responsibility, we are liable for losses, we need an approved schedule, we need a Fiduciary Investment Policy and constructs guidebook on how we invest our monies.

The Federal rules for investment state: “Don’t risk any more than the average person would do”. A policy helps assure we follow this rule. Steps we need to take, 1.) Look at our budget, establish a timeline for our needs. 2.) construct investment to meet the timelines. 3.) establish income producing dividends. Pam has volunteered to help us establish this policy. Pam and Linda will work on this to present to the board.

We need to immediately move monies out of small cap and into growth and income.

Brad made a motion to move monies in small cap to Franklin Municipal funds as soon as possible. Louise seconded. Motion carried.

Pam assured us we would present a policy to us by the 6-9-16 meeting. She also volunteered to educate us on the investment information.

Treva Anderson presented a building report. She shared two letters from Melony Marsh on our current position in the process of buying the building. She has also suggested we hire a promotions expert to help get our need and information out to the public and to help us recruit new board members to help us carry out our goals for the future. Linda is scheduled to meet with Bryan Prowitz in the next few days to see if he is interested in this position.

Linda Sheridan suggested that we write a letter to all members regarding our building situation and ask for their help.

### **Board discussion points:**

Meyer Grant application has been submitted for \$300 thousand over 3 years.

#### **Old Business:**

1. No Food or Drink allowed. This issue was revisited and after much discussion, the consensus was to stick to the motion made. No outside food or drink.
2. Newsletter: Revisited this and after discussion decided to table until 6-9-16 meeting.
3. Tim talked to the Fire Marshall and scheduled a fire drill sometime end of June. He also reported that to connect all the fire alarms will cost approximately \$2000.00. Brad shared that he would talk to a company to do Fire Extinguisher training for the volunteers.

## **New Business:**

1. How board votes are counted and how do members know who voted for what. This issue was explained. In the minutes when votes are recorded only those who voted no or abstained will have their names recorded, all others in the roll call are considered as yes votes.
2. As we are now having two meetings per month it was established that the first monthly meeting will be conducted as usual with committee reports etc., the Mid Meeting will be for ongoing issues that are being worked on.
3. Rental of the kitchen was discussed. We were reminded that all requests to rent the kitchen or the great hall must be referred to Carol Janke. We will ask Carol to submit a rental report to the Executive committee by Monday of the week before the first board meeting.
4. Lisa Schrader stated that she is changing the Bingo committee meeting to the first week of the month so the committee report can be ready for the Executive committee before the first Board meeting. She said she would discuss with Val also changing the Tour group meeting.
5. Tour Group information as discussed. Peggy Shared information from Val on the McMinnville trip that the cost will be \$116.00. There was much discussion about the Tour Group. This item was tabled till the next board meeting.
6. All items on the bulletin board must be signed and dated by a board member.
7. Agenda items for the next meeting: Increase in the Board size, By laws information regarding to be a board member must be a Senior Center member for a year, and term limits.

**Time adjourned: 12:04**

**Next meeting: 6-9-2016**

**Respectfully submitted by Peggy Mark**