

**CLARENCE SENIOR CITIZENS, Inc.  
4600 THOMPSON ROAD  
CLARENCE, NY 14031**

**REGULAR BOARD MEETING  
Date: February 8, 2024**

**Meeting called to order in Room 7 at 9 am by Vice-Chair Carol Gettings.**

**ROLL CALL**

**PRESENT:** Jim Blum, Kathleen Bryant, Carol Gettings, Bob Hoag, Michael Ramaccia, Paul Schulz, Jay Steinbrenner, Thomas Ternquist, Wayne West.

**EXCUSED:** Lori Adams, Brendan Cullinan.

**Executive Director:** Heather Kraemer

**Town Board Liaison:** Daniel Michnik

**PLEDGE OF ALLEGIANCE/MISSION STATEMENT** - Carol Gettings.

**INTRODUCTIONS** - Former Town Liaison Bob Geiger thanked the Board for support for all the years and introduced Daniel Michnik as the Liaison to the Senior Center from the Clarence Town Board.

Vice-Chair Carol Gettings introduced new CSCI Board member Kathleen Bryant.

**SECRETARY'S REPORT-** Jim Blum

January 11, 2024 Regular Board meeting minutes distributed. No corrections known.

Motion to accept draft minutes of January 11, 2024 made by Jim Blum. Second by Thomas Ternquist. Voting to approve draft January 11 minutes aye (7) Blum, Hoag, Ramaccia, Schulz, Steinbrenner, Ternquist, West.

Voting nay (0). Voting abstain (1) Bryant.

Motion carried.

**TREASURER'S REPORT** - Bob Hoag

Audit - December 31, 2023 Financial Statements are being audited by the accounting and auditing firm Schaefer, Sciarrino, & Schulenberg (SSS) (Certified Public Accountants).

## CSCI Board February 8, 2024 - Board approved 03142024

### BOARD CHAIR REPORT - Lori Adams (Carol Gettings)

Annual Meeting - Scheduled for Thursday, April 11, 2024 at 1 pm.

CSCI Board will meet at 11am that day and have lunch at the Center.

Committee Chairs will be expected to get their annual report to the staff as schedule requires.

ED Annual Evaluation - PEC recommendation will be reviewed in executive session at the end of this meeting.

### EXECUTIVE DIRECTOR'S REPORT - Heather Kraemer.

COF February 2024

**As of 01/31/2024** - Paid members 1,211; Total bus mileage 38,844

**Month of January** - New Members 20; Total Attendance 804; Activities 1,004;  
Special Events 343; Off-Site Events 27; Meals Served 421; Meals (frozen) 213;  
Shuttle Riders 53; Shuttle Miles 774.

**Comments** - Reviewed January highlights. Operational days were down eight days due to four weather days, two Monday holidays and two Parks maintenance days. Disaster Preparedness Training by NYS had to be rescheduled due to weather.

### January Highlights -

01/05 The Other Woman movie and popcorn

01/08 Book Club

01/08 Greeting Card Workshop

01/09 Bingo Bash

01/11 Music and Pastries

01/11 Wellness for all Seniors, Inc.

01/12 FeedMore Food Truck

01/22 Chili Bar Lunch

01/23 National Pie Day

01/23 Dinner and a Movie

01/24 Indoor Picnic w/The Hastings Duo

01/25 Intergenerational Candy Bingo with Youth Bureau (65 attended)

01/26 FeedMore Food Truck

01/27 Winterfest Youth Bureau, Town Park (we sold donuts and coffee)

01/30 Dinner and a Movie

01/31 Defensive Driving Class

01/31 Amherst Senior Singers

### Future Events

02/12 Travel: Seneca Niagara Casino

02/13 Mardi Gras Lunch with Custode and Parisi Jazz Duo

02/14 Valentine's Lunch

02/15 Event with Youth Bureau

03/25 Elvis Tribute Matinee and Casino Trip

03 Diners will return

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04/23-04/25 Pennsylvania Dutch Theater - Weekend Countryside Adventure

**05/22 Annual Health Fair @ Clarence Town Park Clubhouse**

**October** - Planning a housing fair with Akron.

**EXECUTIVE & PEC** - Lori Adams (Carol Gettings)

COF Exec 02/01/2024

Executive Committee - Met to set agenda for this Board meeting.

Performance Evaluation Committee (PEC) - Did not meet. Scheduled for March discussion with ED.

**FINANCE** - Brendan Cullinan (Wayne West)

COF 12/21/2023

Financial Reporting - Working toward a report that will be easier to understand and clearly show our practical financial condition.

Investments - Vanguard report was distributed.

**MEMBERSHIP & PROGRAMS** - Kathleen Bryant (her first Board meeting)

Committee will meet next Monday.

**NOMINATING** - Carol Gettings

New Board Members - Orientation training provided for Thomas Ternquist and today for Kathleen Bryant.

**PERSONNEL** - Jay Steinbrenner

No report. Did not meet. Generally meet when there is a need.

**LEGISLATION & BYLAWS** - Jim Blum

Code of Conduct & Code of Conduct Violation Policy - Committee has prepared proposed enhancements to both. Note that in both cases your copy has the complete current document with deletions marked by strikethrough and additions marked with underline. Chair pointed out amendments and described their purpose.

The Bylaws Committee offers a motion to approve the proposed Code of Conduct and Code of Conduct Violation Policy as presented. If approved, the documents will have the deletions and underlines removed and the format cleaned up.

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Voting to approve proposed Code of Conduct & Code of Conduct Violation Policy aye (7) Blum, Hoag, Ramaccia, Schulz, Steinbrenner, Ternquist, West.  
Voting nay (0), Voting abstain (1) Bryant.  
Motion carried.

Date for Annual Meeting - Has been difficult to schedule almost every year. Bylaws will be revised in next Bylaws amendments to improve schedule content applying to the annual meeting.

**PLANNING - Jim Blum**

No report.

**OLD (unfinished) BUSINESS -**

Internet Web Site - Issues with the domain. Planning to set up a new web site to solve the issues. Plan to start clean and get it right. Currently difficult to get to the current web site.

**NEW BUSINESS -**

None.

**TOWN BOARD LIAISON - Daniel Michnik**

- 1) Daniel Michnik comments - He asked for this assignment . He also has the Youth Bureau and sees them working with the Senior Center. He has ideas for the future.  
He reviewed his other liaison assignments.  
He looks forward to this.

**PUBLIC COMMENTS (received in writing)**

Public Comments - No Public Comments were submitted at the January Board meeting.

No Public Comments were submitted at this meeting.

Comments by Secretary - Especially for the benefit of the new Board members, CSCI is a "Public Body" under NYS law (which means that the NYS Open Meetings and FOIL laws apply to us.) We are going to have a brief training session on Board Operations later this morning to cover how our Board operates. Next month we plan a training session on NYS Open Meetings (OM) Law and FOIL (Freedom of Information Law). We have to comply with these laws.

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Now and then things come up about these laws and it would be good for all Board members to know something about them. An example of an issue is our FOIL record request form which we have used for a long time. Lots of others have a form. The state government and law requires that the time limits of the law should be met and that lack of a form may not delay meeting the time limits of the laws.

I recommend that, in order to meet time limits, for cases where somebody is unable, incapable, or unwilling to enter a form, we would make up the form ourselves.

The form is a benefit to us to go back and see what happened, who handled it, when, etc.

### **EXECUTIVE SESSION -**

Motion to go into Executive Session under NYS Public Officers Law, Article 7, Section 105 (1f) of the Open Meetings Law to discuss the work history of at least two specific individuals made by Jim Blum. Second by Thomas Ternquist.

Voting aye (8) Blum, Bryant, Hoag, Ramaccia, Schulz, Steinbrenner, Ternquist, West.

Voting nay (0). Voting Abstain (0).

Motion carried unanimously.

Motion to go out of Executive Session made by Paul Schulz. Second by Jim Blum.

Voting aye (8 ) Blum, Bryant, Hoag, Ramaccia, Schulz, Steinbrenner, Ternquist, West.

Voting nay (0). Voting Abstain (0).

Motion carried unanimously.

### **NEW BUSINESS -**

Motion to approve the PEC Evaluation of the Executive Director made by Jay Steinbrenner.

Second by Thomas Ternquist.

Voting to approve the evaluation aye (8 ) Blum, Bryant, Hoag, Ramaccia, Schulz, Steinbrenner, Ternquist, West.

Voting nay (0). Voting Abstain (0).

Motion carried unanimously.

**ADJOURNMENT** -There being no other business, the Chair adjourned the meeting at 10:14 am.

**TRAINING SESSION** - Board Operation

**TOWN HAPPENINGS** - Daniel Michnik (no comments today)

**NEXT REGULAR MEETING** - Thursday, March 14, 2024

Jim Blum, Secretary