

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

**REGULAR BOARD MEETING  
Date: March 10, 2022**

**Meeting called to order at 9:00 am by Chair Lori Adams.**

**ROLL CALL**

PRESENT: Lori Adams, Corine Artis, Jim Blum, Carol Gettings, Bob Hoag, Violet Oldenski.

EXCUSED: Jeff Buckley, Rosemond Ruhland, Paul Schulz, Wayne West .

Executive Director: Debb Sabbatis

Town Board Liaison: Bob Geiger (not attending, away)

**PLEDGE OF ALLEGIANCE/MISSION STATEMENT - Violet Oldenski**

**SECRETARY'S REPORT- Jim Blum**

February 10, 2022 Regular Board meeting minutes draft distributed.

Motion to accept draft minutes of February 10, 2022 made by Jim Blum.

Second by Violet Oldenski.

Voting to approve draft February 10 minutes aye (3) Artis, Gettings, Oldenski.

Voting nay (0). Voting abstain (2) Blum, Hoag.

Motion carried.

**TREASURER'S REPORT - Wayne West (Violet Oldenski)**

Treasurer's Balances Report - Received and referred for audit.

Vanguard Investment Funds - Report distributed to the Board. Results down but still ahead.

Financial Reports - Referred to the Board.

**BOARD CHAIR REPORT - Lori Adams**

Returning Board Member - Welcome former CSCI Board member Bob Hoag on being appointed to the CSCI Board.

Chamber of Commerce - Awards Night - Our Town Liaison, Bob Geiger, was citizen of the year.

## CSCI Board March 10, 2022 - Board Approved 04142022

Bookkeeper - Welcome to our new bookkeeper.

Office Administrator - Comment by ED that job has been offered. There are two other candidates that could fit if this one doesn't work out.

Ethics Disclosure Forms - Board members have all filed their forms. Non Board committee members should file at the Center.

Annual Meeting - Thursday, March 17 at 10 am. Board Chair will lead and handle presentation for the Board. Board members are urged to come if able. Committee Chairs may present their report or allow Chair to handle. Previous policy and procedure on member/public input at the meeting will be followed using written input on cards.

**EXECUTIVE DIRECTOR'S REPORT** - Debb Sabbatis.

COF 3/10/2022

**As of 02/28/2022** - Paid members 717; Total bus mileage 14,079

**Month of February** - New members 17; Total Attendance 1,023; Activities 816;  
Special Events 226; Off-Site Events 22; Lunch Meals 658; Meals (frozen) 295;  
Dinners served 143; shuttle riders 71; shuttle miles 1,023

**Comments** - Reviewed selected numbers. Since mask mandate has been lifted many people are coming back to the Center. All numbers are positive and a lot more are signing up for activities.

**February Highlights:** Breakfast at the Center 02/10 (new program and big hit), Valentine's Luncheon with John Renna 02/14, Safe Driver Academy 02/16, Center Closed 02/21, 50's Dance 02/22, Dinner at the Center (popular)

**March Highlights:** Breakfast at the Center 03/11, FeedMore WNY Farm Market Truck 03/11 @ 1 pm (food and vegetables at lower cost), St Patrick's Day Party 03/15 (Dinner and Saxman Slim), Safe Driver Academy 03/16 (full), Presentation: Getting Out after Quarantine: Changing a Sedentary Lifestyle 03/16, CSCI Annual Meeting 03/17, Wonders of the Vatican by Bob Poczik 03/30, Baked Potato Bar 03/31

### **Upcoming Programs and Events:**

Casino Trip to Batavia Downs 04/11, I Love Lucy Tour/National Comedy Center trip to Jamestown 04/06

Corning Museum of Glass and Rockwell Museum 05/11

**Cash Raffle Fundraiser** - April 1st to May 31st with drawing on June 1st for \$10 per entry. Each participant will be entered into a drawing for 1st prize of \$1000, 2nd prize of \$500, and 3rd and 4th prizes of \$250 each.

**Annual Senior Health & Fitness Fair** in Clarence Town Park Clubhouse Wednesday, May 25 from 10 am to 1 pm. An indoor event this year.

**Annual Basket Raffle & Chicken BBQ** - TBD Reluctant to ask businesses for support in current environment.

## CSCI Board March 10, 2022 - Board Approved 04142022

**Food Containers/Environment** - NYS Department of Environmental Conservation has imposed a no styrofoam food or beverage containers rule beginning January 1, 2022. We have received approval for a hardship waiver for a year. As suppliers run out of styrofoam new materials must be used.

**Member Meetings** - Plan to continue town hall membership meetings quarterly beginning in April.

**COVID19 Test Kits** - We have some available

**Visual Bingo** - Calls and numbers appear up on the TV. Going well. Have asked Rotary to buy new large smart TV for the dining room. We will be able to do things in two rooms at the same time with another TV.

**Library Computers** - We are back up to two newer computers for member use. If use increases we would add two more computers for member use.

**Grants** - Still working on AARP grant. We may have missed deadline on one grant with current staff matters.

### COMMITTEE REPORTS

**EXECUTIVE & PEC** - Lori Adams

COF 03/03/2022

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

Performance Evaluation Committee (PEC) - Did not meet. Meeting on Zoom scheduled for April after the Executive Committee meeting.

**FINANCE** - Wayne West (Violet Oldenski)

COF 02/24/2022

Audit Report - Copies provided to the Board for review. Auditor suggested someone be assigned to monitor revenue payments from Erie County. Comment that we show \$75000 of owned facilities as the value of the building. Auditor suggested that a lower class of audit called a review would be satisfactory for CSCI and would save about \$500. There are different levels of audit type reviews in NYS Charities Law and we could use a lower level. We have asked the Town if they had any audit requirement.

Motion by the Finance Committee to accept the audit. Voting to accept the audit report aye (5) Artis, Blum, Gettings, Hoag, Oldenski, Voting nay (0). Voting abstain (0).

Motion carried unanimously.

Operating Budget - Update to Operating Budget dated 2/24/2022 recommended to the Board by the Finance Committee. Discussion on fact that budget shows a deficit to be offset by fund (cash reserve) balance. Comments on realized gain or loss compared to unrealized gain or loss recording in Balance Sheet. We have started with deficit plan but ended positive in past years.

Motion by the Finance Committee to approve the revised Operations Budget dated 2/24/2022. Voting to accept the proposed revised budget aye (5) Artis, Blum, Gettings, Hoag, Oldenski, Voting nay (0). Voting abstain (0).

Motion carried unanimously.

**CSCI Board March 10, 2022 - Board Approved 04142022**

Financial Statements - January approved.

**MEMBERSHIP & PROGRAMS** - Rosemond Ruhland

COF 02/07/2022

No report. Chair read from the Committee meeting report.

**NOMINATING** - Carol Gettings

No report. Two Board candidates have withdrawn over the last two months. ED comment that packets have been given to anyone who offers to be a Board candidate. We may want to review the information in the packet.

**PERSONNEL** - Carol Gettings

No report.

**LEGISLATION & BYLAWS** - Jim Blum

No report. Two issues for future consideration are Annual Meeting Date flexibility and definition of audit as included in the Bylaws.

**PLANNING** - Jim Blum

No report.

**OLD (unfinished) BUSINESS** -

Legacy Contributions - Suggestion that we prepare a pamphlet encouraging "Legacy contributions" to the Senior Center. An example pamphlet was presented to the Board previously that would encourage estate plans and wills to include a legacy contribution to the Senior Center. Comments that some have a process on their web site to make such contributions. ED has the information and will follow up as current matters allow.

**NEW BUSINESS** -

Board Appointment Recommendations Policy - A policy on recommending CSCI Board Candidates to the Town of Clarence. Proposed Policy was distributed in the Board packet. Procedure was reviewed briefly. Comment that the Town can do whatever they want without regard to the recommendations.

Motion to approve the proposed Board Appointment Recommendations Policy dated 02/04/2022 made by Jim Blum. Second by Corine Artis.

Voting to approve Board Appointment Recommendations Policy aye (5) Artis, Blum, Gettings, Hoag, Oldenski. Voting nay (0). Voting abstain (0).

Motion carried unanimously.

## CSCI Board March 10, 2022 - Board Approved 04142022

### Performance Evaluation Policy -

Proposed Policy on Performance Evaluation was distributed in the Board packet. An important function as a fiduciary responsibility of the Board. Procedure was reviewed briefly. Suggestion to add a schedule of quarterly meetings with option to add meeting(s) if needed. "Committee meetings are normally held quarterly unless the ED or PEC see need for additional meeting(s)".

Motion to approve the proposed Performance Evaluation Policy dated 03/10/2022 rev2 with the addition of a meeting schedule as agreed made by Jim Blum. Second by Carol Gettings. Voting to approve Performance Evaluation Policy with schedule addition aye (5) Artis, Blum, Gettings, Hoag, Oldenski, Voting nay (0). Voting abstain (0).  
Motion carried unanimously.

Fund Raising Committee - Discussion on possible committee to develop and possibly operate additional fundraising concepts. Comments on options and NYS NPCL impact on ideas with regard primarily on need for Board members on such a committee. Chair asked Secretary to research for next Board meeting.

### EXECUTIVE SESSION

None.

### TOWN BOARD LIAISON - Bob Geiger (added by Secretary per Bob Geiger telecon)

- 1) Bob Geiger is away.
- 2) **Senior Center HVAC replacement** - Bids received 3/3. Town Engineer and Town Board to select bidder. Plan to try for implementation this summer.

### PUBLIC COMMENTS (received in writing)

Chair Comment - There was one Public Comment regarding quorum from February. It was reviewed by the Executive Committee and no Board action is recommended.  
Comment that the presenter has missed the NYS NPCL definition of "entire board" which is based on latest change in Board membership.

Public Comments - One Public Comment was submitted at this meeting.

**ADJOURNMENT** - There being no other business, Chair adjourned the meeting at 10:04 am.

**TRAINING SESSION** - None.

**TOWN HAPPENINGS** - Bob Geiger - Not attending.

**NEXT REGULAR MEETING** - Tuesday, April 14, 2022

Jim Blum, Secretary