

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

REGULAR BOARD MEETING

Date: June 9, 2022

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

ROLL CALL

PRESENT: Lori Adams, Corine Artis (out 10 am), Jim Blum, Carol Gettings, Bob Hoag,
Rosemond Ruhland, Paul Schulz, Wayne West .

EXCUSED: Violet Oldenski.

Executive Director: Debb Sabbatis (away on vacation)

Town Board Liaison: Bob Geiger (in 9:14 am)

PLEDGE OF ALLEGIANCE/MISSION STATEMENT - Wayne West

SECRETARY'S REPORT- Jim Blum

May 12, 2022 Regular Board meeting minutes draft distributed.

Motion to accept draft minutes of May 12, 2022 made by Jim Blum, Second by Rosemond Ruhland.

Voting to approve draft May 12 minutes aye (7) Artis, Blum, Gettings, Hoag, Ruhland, Schulz,
West.

Voting nay (0). Voting abstain (0).

Motion carried unanimously.

TREASURER'S REPORT - Wayne West

Treasurer's Balances Report - Not available. The budget expected a shortfall in revenues. Expenses are exceeding revenues. Finance committee estimates up to a \$9,000 shortfall in July depending on arrival of Town stipend payment. Finance Committee recommends using the line of credit rather than taking from the Vanguard investments to cover the shortfall. Will discuss in detail during Finance Committee report.

Vanguard Investment Funds - Report not available. Some investments are declining. Committee does not feel action is needed at this time. A new report format for Vanguard investments is recommended.

CSCI Board June 9, 2022 - Board Approved 08112022

BOARD CHAIR REPORT - Lori Adams

Potential Board Member - Brendan Cullinan is visiting today and the application will be covered by the Nominating Committee.

July CSCI Board Meeting - Following discussion regarding need, motion to not hold a Board meeting in July made by Lori Adams. Second by Corine Artis.

Voting aye (7) Artis, Blum, Gettings, Hoag, Ruhland, Schulz, West.

Voting nay (0).

Motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT - Debb Sabbatis.

COF 06/09/2022

As of 05/31/2022 - Paid members 833; Total bus mileage 17,520

Month of May - New members 11; Total Attendance 1,255; Activities 1,164;
Special Events 478; Off-Site Events 352; Lunch Meals 651; Meals (frozen) 377;
Dinners served 216; shuttle riders 100; shuttle miles 1317

Comments - Board Chair commented on selected numbers. Nothing out of the ordinary.

May Highlights:

05/02 Book Group
05/03-06/14 Choose Healthy WNY - Living with Diabetes
05/04 Mother's Day Luncheon
05/05 Cinco de Mayo Taco Bar
05/11 - Corning Museum of Glass and Rockwell Museum
05/12 Breakfast at the Center
05/16 Greeting Card Workshop
05/18 Safe Driver Academy
05/20 May Craft
05/23 Volunteer Meeting
05/25 Health & Fitness Fair
05/26 Diners
05/27 Indoor Picnic/Birthday Lunch
05/27 & 05/13 FeedMore WNY Truck 12-1 pm
Movie Matinees
Customary Programs & Classes

Upcoming Events/Activities

University Express is back
06/07 & 06/21 BINGO Bash
06/10 1st Picnic in the Park
06/14 Strawberry Social with Sentimental Journey
06/16 Father's Day Luncheon
06/23 Diners to McPartlan's
06/26 Lancaster Opera House
06/28 Tea Party
06/28 Activities Limited by Primary Election Voting

Summer Hours at Center - Tuesdays 9 am - 8:30 pm

July - Member Town Hall Meeting

07/20 Sister Act-GEVA Theatre

07/25 - **Cash Raffle Fundraiser** - Drawing on Tuesday, July 25th 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.

07/26 Casino Trip to Seneca Allegheny - Buddy Holly Tribute

10/05-10/07 Pennsylvania Dutch Adventure

Annual Basket Raffle & Chicken BBQ - 2023

Large TV - Town approved purchase of one for the Center.

Rotary - (prior report) We will now ask them to purchase other item(s).

Grants - (prior report) Will enter request by May 15 to East Hill Foundation for either kitchen equipment or miscellaneous items. The Kitchen is critical to what we do here including congregate dining and various dinners. Items include refrigerator, dishwasher, bigger freezer, range, and oven.

The kitchen will be a significant project. Another request will be submitted to Foundation 214 in August for items needed for a specific new program.

EXECUTIVE & PEC - Lori Adams

COF 06/02/2022

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

Performance Evaluation Committee (PEC) - Did not meet. Will meet in August.

FINANCE - Wayne West

COF 05/26/2022

Financial Statements - May approved.

Investments - Vanguard forms submitted were not accepted by Vanguard. We need to resubmit the documents with at least one more name. Vanguard has a category of "limited authority" for a member of the organization who can access the information and change investments but not be able to withdraw funds. We are set for one of the two authorized persons to access and manage the investments including additions and withdrawals. We need to get this resolved in order to avoid possibly being locked from access to the Vanguard investments.

Motion by Lori Adams, seconded by Rosemond Ruhland, that the Board approve Board member Robert J. Hoag to have limited authority on the Corporation Vanguard accounts in line with Vanguard policies.

Voting aye (7) Artis, Blum, Gettings, Hoag, Ruhland, Schulz, West.

Voting nay (0).

Motion carried unanimously.

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Consensus that we should continue to get all Vanguard correspondence and reports by paper copies through regular mail.

Bank Balances - Finance Committee recommends that the bank balances report show end of month comparisons to prior year to better understand how each account is doing. Current report may have balances from different points in time.

July Shortfall - Based on Finance Committee recommendation and Board discussion regarding handling a possible July funds shortfall on available bank balances, motion by Jim Blum that the CSCI Board authorize the Finance Committee to allow up to \$10,000 draw on the existing line of credit to cover July need. Second by Paul Schulz.

Voting aye (7) Artis, Blum, Gettings, Hoag, Ruhland, Schulz, West.

Voting nay (0).

Motion carried unanimously.

Assistant Treasurer - Current Assistant Treasurer has expressed a desire to resign from the position. Since it is an elected position, the Board would need to allow nominations and an election after a resignation is presented.

MEMBERSHIP & PROGRAMS - Rosemond Ruhland

COF 05/02/2022

Committee Status - Committee Chair reviewed and commented on content of Committee meeting minutes. Items covered included Suggestion Box, library volunteer need, newsletter distribution in places around Town, woodworking birdhouses for sale, lack of ceramics teacher, birthday party for 90 and above years, community outreach, appropriate US flag destruction.

NOMINATING - Carol Gettings

COF 05/26/2022

Proposed CSCI Board Member - Brendon Cullinan has applied. We will discuss his history in executive session.

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 a specific individual made by Jim Blum. Second by Bob Hoag.

Voting aye (7) Artis, Blum, Gettings, Hoag, Ruhland, Schulz, West.

Voting nay (0).

Motion carried unanimously.

Motion by Carol Gettings that the CSCI Board recommend Brendon Cullinan for appointment to the CSCI Board by the Clarence Town Board. Second by Rosemond Ruhland.

Voting aye (7) Artis, Blum, Gettings, Hoag, Ruhland, Schulz, West.

Voting nay (0).

Motion carried unanimously.

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Motion to go out of Executive Session made by Carol Gettings. Second by Rosemond Ruhland. Voting aye (7) Artis, Blum, Gettings, Hoag, Ruhland, Schulz, West. Voting nay (0). Motion carried unanimously.

PERSONNEL - Carol Gettings

No report. Reviewing retirement plans that would allow employee contributions.

Marijuana - Question raised regarding marijuana use and whether there should be related changes to the Code of Conduct. Personnel Committee recommended changes have been made in the Employee Policy Manual related to marijuana. After discussion, Board consensus that Membership Committee should consider possible Code of Conduct changes related to recent developments regarding marijuana.

LEGISLATION & BYLAWS - Jim Blum

No report. Excerpt on Committees from the CSCI Bylaws was included in the Board packet for your information and reference. All Committee appointments except Executive and Nominating are made by the Board Chair for full Board approval. Board approval is required to remove a committee member.

PLANNING - Jim Blum

No report. We expect to meet during June or July to recommend a Capital Plan

OLD (unfinished) BUSINESS -

Legacy Contributions - Membership Committee will try to develop a trifold pamphlet for legacy contributions to CSCI to benefit the senior center.

NEW BUSINESS -

Excess Cash - Grew over time and bank Investments offered low return. We went to Vanguard to achieve better returns on the funds. Current market is depressing the return on Vanguard investments. We could consider other firms as alternatives to Vanguard. We may need professional help like a broker to handle the investments. There would be a cost like a fee based on the amount invested. You can allow a broker to have control over the investments or you can require approval to make changes in investments.

TOWN BOARD LIAISON - Bob Geiger

- 1) **Senior Center HVAC replacement** - Hope to start mid June. Equipment availability is a problem.

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- 2) TV Set - Approved by Town
- 3) Farmers Market - Using half of property while negotiating for the Town to own it all.
- 4) Tractor Supply and Dollar Store are still going in.
- 5) Foreclosures - Two buildings in Clarence Hollow, Town hopes to take over.
- 6) Building North of Senior Center - Roof leaks. Town owns and is clearing out storage for local groups.
- 7) Building on Sheridan - Used by Town Parks.
- 8) Bocce Courts - Prepare for use. Executive Director handles with Town Parks
- 9) Watering Flowers - Parks are busy with flowers.

PUBLIC COMMENTS (received in writing)

Chair Comment - One Public Comment submitted at the May Board meeting was reviewed by the Executive Committee. No Board action needed to be taken. There will be a training session on the Open Meetings and FOIL Laws today. Board Chair is planning to attend a Zoom meeting on the Open Meetings Law.

Public Comments - No Public Comments were submitted at this meeting.

ADJOURNMENT - There being no other business, Chair adjourned the meeting at 10:19 am.

TRAINING SESSION - NYS Open Meetings and Freedom of Information (FOIL) Laws.

TOWN HAPPENINGS - Bob Geiger - Covered earlier.

NEXT REGULAR MEETING - Tuesday, August 11, 2022

Jim Blum, Secretary