

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

**REGULAR BOARD MEETING
Date: February 13, 2020**

Meeting called to order at 9:00 am by Vice-Chair Bill Westley.

ROLL CALL

PRESENT: Lori Adams, Taha Bat, Jim Blum, Jeff Buckley, Carol Gettings, Mary Anne Kermis,
Dave Meacham, Rosemond Ruhland, Bill Westley, Darrell Young.

EXCUSED: Barbara Anderson, Violet Oldenski, Paul Schulz, Wayne West.

Executive Director: Debb Sabbatis

Town Board Liaison: Bob Geiger

PLEDGE OF ALLEGIANCE/MISSION STATEMENT - Jim Blum

SECRETARY'S REPORT- Jim Blum

January 9, 2020 Regular Board meeting minutes draft. No corrections.

Motion to approve draft minutes of January 9, 2020 made by Jim Blum.

Second by Darrell Young.

Voting to approve draft January 9 minutes aye (9) Adams, Bat, Blum, Buckley, Gettings,
Kermis, Meacham, Ruhland, Young. Voting nay (0). Voting abstain (0).

Motion carried unanimously.

TREASURER'S REPORT - Darrell Young

February Treasurer's Report - Report covering January received and referred for audit.

Comment that pending outstanding checks will alter the balances.

Investments - Vanguard investments status reviewed. Treasurer commented on revisions in
format and specific balances. Total return to date is over 10%. We did over 21% last year.

CSCI Board February 13, 2020 - Board Approved 03122020

BOARD CHAIR REPORT - Violet Oldenski (by Bill Westley)

Board Committee Appointments - For the 2020 year. Correction regarding Nominating Committee appointments. Nominating Committee appointments are recommended by the Executive Committee for Board approval. Last month they should not have been included in the Chair recommendations for Committee appointments. Bylaws are this way to avoid possibility of the Chair having too much influence on selection of committee members as recommended by Roberts Rules.

Motion to name members of the Nominating Committee for Board approval made by the Executive Committee. Named Darrell Young as Chair, Barbara Anderson and Bill Westley as Board Committee members. Carol Barron and Stanley Kozlowski as non Board Committee members.

Voting to approve Nominating Committee members aye (9) Adams, Bat, Blum, Buckley, Gettings, Kermis, Meacham, Ruhland, Young.

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

Appointments to Nominating Committee approved unanimously.

Annual Meeting - March 26 @ 1:30pm in dining room. Last year chair should do the report but, if not, current Committee chair is responsible to get report to office by March 1.

EXECUTIVE DIRECTOR'S REPORT - Debb Sabbatis

COF 02/13/2020

As of 01/31/2020 - Paid members 1,153; Total bus mileage 157,260

Month of December - New members 14; Total Attendance 1,630; Activities 1,630; Special Events 243; Off-Site Events 87; Meals 843; Bus riders 217; Bus miles 1,802

Comments - Total attendance, activities, special events, outside events all up.
Meals served way up.

January Program Highlights: Wild about CSC (Nickel City Reptiles) - was very popular, Dinner and a Movie, Yoga for all ages reception was very good, Town Hall Members Meeting - included 60 to 70 people and went very well. Will probably continue this type meeting maybe quarterly. Good opportunity to have lines of communication open and we received some good suggestions.

Upcoming Programs and Events:

Health Fair - Wednesday, May 20 in Town Park Clubhouse

Basket Raffle - Saturday, June 27

Chairs - Old chairs declared surplus. Majority of the old chairs disposed by donation to Swormville Fire Company. There are still more old chairs that will be available to members.

CSCI Board February 13, 2020 - Board Approved 03122020

Transportation - Question is where does responsibility of driver begin and end. Sometimes drivers are concerned whether they should walk them to the door. Our insurance (per Joe Floss) covers our drivers. When on someone's property owner has some responsibility. We will allow the drivers to use their own judgment regarding how much help to give our riders.

Dinners - Erie County is starting a new dinner program for week days with signup in advance and a suggested \$3 donation. Food will be different from lunch but similar type and there will be a menu similar to lunch. We plan to begin having this available on some Wednesdays in March. Possibly we could do it more nights during the summer. The food will come to us in bulk like the lunches. It will require staff to operate. Anyone can follow temperature and health department guidelines.

Food Service - New manager, Nicky Geiger, is training with current food service manager now. We expect that she will help with some events.

Meal Count - Meals on Wheels is not included in our meal count.

Membership - We will be dropping members who have not paid their dues from the newsletter mailing. We will also do some follow up checking on those who will be dropped using either staff or volunteers..

Subsidies - Suggestion to subsidize cost of some programs that seem good but where cost is a deterrent in hopes of "priming the pump" to get more such programs started. Comment that meals could be a possible item for this.

COMMITTEE REPORTS

EXECUTIVE & PEC - Bill Westley for Violet Oldenski

COF Exec 02/06/2020

Executive Committee - Met to set agenda for this meeting.

Performance Evaluation Committee (PEC) - Did not meet. (normally meet quarterly)

FINANCE - Mary Anne Kermis

COF 01/23/2020

Financial Reports - Approved November and December

Annual Audit - Work completed. Draft audit copies distributed. Auditor, Mike Schulenberg, will review the financials and filings during the next Finance Committee meeting (2/18 @ 10 am) and it will then come to March Board meeting for approval.

Audit Contract - Motion to approve a three year audit contract for financials and filings with Schaefer, Sciarrino & Schulenberg, LLP CPAs made by Mary Anne Kermis. Second by Darrell Young. Contract offered has only a \$50 annual increase for each of the three years. They have done a wonderful job for us.

Voting to approve the audit contract aye (9) Adams, Bat, Blum, Buckley, Gettings, Kermis, Meacham, Ruhland, Young. Voting nay (0). Voting abstain (0).

Motion carried unanimously.

CSCI Board February 13, 2020 - Board Approved 03122020

Audit Reports - Distributed. Finance Chair gave brief review of Audit reports and requested the each Board member review them and bring the copies to the next meeting.

Activities Savings - Motion to move the relatively small amount of activities savings funds to the activities checking account to consolidate reducing the number of accounts made by Mary Anne Kermis. Second by Darrell Young. Comment that it is still all for activities.

Voting to approve the consolidation of activities savings into activities checking aye (9) Adams, Bat, Blum, Buckley, Gettings, Kermis, Meacham, Ruhland, Young.

Voting nay (0). Voting abstain (0). Motion carried unanimously.

Investments - All are Exchange Traded Funds (ETF's) that can be sold immediately (on any business day like common stocks). Fees on these are very low on Vanguard with no charge for buying or selling.

Budget vs Actual Financial Rports - Finance Chair reviewed selected values from both activities and operating reports. This is a complete set of the report that the Finance Committee reviews. Primary comments were regarding final 2019 results which resulted in net surplus positive amount considering both reports. The original budget plans expected that there might be a deficit to be covered by investment fund balances. There was also an unrealized gain from investments. Comment that the budgets are a spending authorization if you decide to do so. The authorized amounts are not necessarily spent. Movie income vs costs was reviewed as an example showing that it cost more than we brought in. This example showed what the staff can learn about specific program financial results. The Finance Committee reviews all of this detail.

Cost per Visitor - Comment that the Town Supervisor uses the reported number of persons signed in and financial reports to determine a cost per member visit to the Center for rough evaluation purposes.

MEMBERSHIP & PROGRAMS - Rosemond Ruhland

No meeting in January. Minutes of 2/10/2020 meeting will come out next month.

Non Clarence Membership - Committee passed a motion suggesting that Center membership should be opened to non Clarence residents. Subject to be referred to Board Chair for assignment of evaluation.

NOMINATING - Darrell Young

No Report.

PERSONNEL - Mary Anne Kermis

Employee Policy Manual - Committee Chair reviewed subjects being considered by the Committee including 1) staff member assigned to task outside their normal working hours, 2) emergency closure effect on staff pay, and 3) holidays compared to Town employee holidays.

Administrative Manual - Some job titles and job descriptions are being considered.

NYS Labor Law - Blum attended free Clarence Chamber of Commerce presentation on new minimum wages and other NYS Labor Law changes at Clarence Library. Information reviewed with Personnel Committee including the Executive Director.

LEGISLATION & BYLAWS - Jim Blum

No report. No meetings and no Bylaw changes in 2019. Expect some changes in 2020.

PLANNING - Jim Blum

No report. We will probably take another look at the Strategic Plan developed a few years ago.

OLD (unfinished) BUSINESS

None.

NEW BUSINESS

None.

EXECUTIVE SESSION

None.

TOWN BOARD LIAISON REPORT - Bob Geiger

Senior Center Items -

- 1) Financial reports - Complimented the organization for the detail financial reports.
- 2) Stipend Check - Good that CSCI has fund balance to cover possible late delivery of Stipend check which depends on Town tax receipts.
- 3) Grants - Re-tree the Town along Town roads.
- 4) Bike Path Logo - Main Street bike lines end

PUBLIC COMMENTS (received in writing)

Vice-Chair Comment - Comments may be placed in envelope.

ADJOURNMENT - There being no other business Vice-Chair adjourned the meeting at 10 am.

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

TOWN HAPPENINGS REPORT - Bob Geiger -

Covered during meeting.

Next Regular Meeting - March 12, 2020

Jim Blum, Secretary