

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

**REGULAR BOARD MEETING  
Date: March 12, 2020**

**Meeting called to order at 9:00 am by Chair Violet Oldenski.**

**ROLL CALL**

PRESENT: Taha Bat, Jim Blum, Jeff Buckley, Mary Anne Kermis, Dave Meacham,  
Violet Oldenski, Rosemond Ruhland, Paul Schulz, Wayne West, Bill Westley.

EXCUSED: Lori Adams, Carol Gettings.

Executive Director: Debb Sabbatis

Town Board Liaison: Bob Geiger (not attending)

**PLEDGE OF ALLEGIANCE/MISSION STATEMENT** - Jeff Buckley

**REFLECTION** - Chair requested a moment of reflection for deceased Treasurer Darrell Young.

**SECRETARY'S REPORT**- Jim Blum

February 13, 2020 Regular Board meeting minutes draft. Correction - Add Bill Westley reporting on Executive & PEC Committees for Violet Oldenski.

Motion to approve corrected draft minutes of February 13, 2020 made by Jim Blum.  
Second by Mary Anne Kermis.

Voting to approve corrected draft February 13 minutes aye (7) Bat, Blum, Buckley, Kermis, Meacham, Ruhland, Westley.

Voting nay (0). Voting abstain (2 ) Schulz, West.

Motion carried.

**TREASURER'S REPORT** - Mary Anne Kermis (pro-tem)

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

Combining Accounts - Auditor suggested combining some accounts and will help us plan them.

## CSCI Board March 12, 2020 - Board Approved 07092020

### BOARD CHAIR REPORT - Violet Oldenski

Annual Meeting - Thursday, March 26 @ 1:30pm.

Board Resignation - Barbara Anderson.

Basket Raffle - We will collect donations for a Board sponsored basket next month.

### EXECUTIVE DIRECTOR'S REPORT - Debb Sabbatis

COF 03/12/2020

**As of 02/29/2020** - Paid members 807; Total bus mileage 158,237

**Month of February** - New members 13; Total Attendance 1,448; Activities 1,199;  
Special Events 431; Off-Site Events 64; Meals 626; Bus riders 119; Bus miles 977

Comments - Membership total count is down since we dropped those who have not paid dues. We will be contacting members who haven't renewed to determine their situation. Total attendance, activities, special events, and meals are up.

**February Program Highlights:** AARP Tax Prep, Bob Poczuk presentation, Valentine's Day Luncheon with John Renna, Travel Committee meeting, Bunco with Youth Bureau volunteers, Movie Night, Mardi Gras with Tin Roof Jazz Band, Beerffalo: The Ales and Tales of Buffalo.

### Upcoming Programs and Events:

Annual Senior Health & Fitness Fair - Wednesday, May 20 10am - 1pm in Town Park Clubhouse. This is a shared event with Akron/Newstead senior center and this is our year.

Annual Basket Raffle & Chicken BBQ - Saturday, June 27 11am - 3pm Volunteers needed  
Ask friends and businesses you know to donate to our basket raffle. Envelopes are in the office.

Office Computers - Need to replace five obsolete computers for office (Executive Director, Program Coordinator, Office Administrator, and two service desks. May need technical person help to plan and execute. Bookkeeper has relatively new lap top computer. Lengthy discussion on various aspects of this including cost, software, technical help, all same vs staged replacement, purposes of use (ie. sign ups, various records), shared file use, backup storage, quotes, and other needs.

Motion to allocate \$5,500 for replacement of office computers including technical help for a plan, computers, and related hardware and software supporting what we do made by Jim Blum. Second by Rosemond Ruhland.

Voting aye (9) Bat, Blum, Buckley, Kermis, Meacham, Ruhland, Schulz, West, Westley.

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

Motion carried unanimously.

Coronavirus (COVID-19) - We expect Erie County Health Department will tell us what to do. Discussion on various aspects including coordination with County Nutrition, Town Supervisor's Office, Parks. Possible impact on Annual Meeting. Cleaning required is an issue for ourselves, Parks, and Town. If we shut down, Executive Director will decide how, where, and if staff will work.

**CSCI Board March 12, 2020 - Board Approved 07092020**

Dinners - Erie County new dinner program started here last night with 23 signed up.

**COMMITTEE REPORTS**

**EXECUTIVE & PEC** - Violet Oldenski

COF Exec 03/05/2020

Executive Committee - Met to set agenda for this meeting.

Performance Evaluation Committee (PEC) - Did not meet. (will meet next month)

**FINANCE** - Mary Anne Kermis

COF 02/18/2020

Financial Reports - Approved January.

Investments - Much movement in the market. Not looking to make any moves.

Annual Audit Reports - Finance Chair reviewed aspects of the annual reports. Several specific points were emphasized. There is a clean, unqualified opinion of the independent auditors. That means there were no exceptions.

Other comments included funds are separated into operations and activities, virtually everything qualifying has been depreciated except the new chairs, all funds are unrestricted (can be spent on anything), investment returns are unrealized (until sold), have liquidity in our investments, reports are 990 federal and char500 state, Activities spent more than we took in but Operations spent less than planned resulting in a positive total result.

The Management Letter found no exceptions and was complementary about our financial processes. They recommend that we simplify some of our financials.

Motion to approve the financial reports made by Paul Schulz. Second by Jeff Buckley.

Voting aye (9) Bat, Blum, Buckley, Kermis, Meacham, Ruhland, Schulz, West, Westley.

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

Motion carried unanimously.

This will allow the Auditor to file the federal and state reports.

Appointment - Board Chair recommended appointment of Bill Westley as a member of the Finance Committee.

Voting on the appointment aye (9) Bat, Blum, Buckley, Kermis, Meacham, Ruhland, Schulz, West, Westley.

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

Motion carried unanimously.

**MEMBERSHIP & PROGRAMS** - Rosemond Ruhland

COF 2/10/2020

Coupons - Motion from the Membership Committee to approve the Executive Director spending up to \$5,000 for issuance to Center members of five (5) \$1 coupons for each member.

Voting on the coupon proposal aye (8) Bat, Blum, Buckley, Kermis, Ruhland, Schulz, West, Westley.

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

Motion carried.

**CSCI Board March 12, 2020 - Board Approved 07092020**

**NOMINATING** - Bill Westley (for Chair to be determined)

Annual Meeting Report - Bill Westley will present Nominating Committee report already prepared by Darrell Young.

**PERSONNEL** - Mary Anne Kermis

COF 2/18/2020

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 - Change in job title for Office Coordinator being considered. Discussion that Office Administrator might be recommended.

Other Responsibilities - Personnel Committee also advises on personnel issues during the year and at end of year review s proposed bonuses and salary increases

**LEGISLATION & BYLAWS** - Jim Blum

No report. Committee provided advise on the Certificate of Incorporation and Bylaws this month.

**PLANNING** - Jim Blum

No report. We will begin meetings.

**OLD (unfinished) BUSINESS**

None.

**NEW BUSINESS**

None.

**EXECUTIVE SESSION**

None.

**TOWN BOARD LIAISON REPORT** - Bob Geiger

No Report.

**CSCI Board March 12, 2020 - Board Approved 07092020**

**PUBLIC COMMENTS** (received in writing)

Chair Comment - Public Comments received were discussed in the Executive Committee.  
Board members are welcome to look at them.

**ADJOURNMENT** - There being no other business Chair adjourned the meeting at 10:15 am .

**TRAINING SESSION** - Quorum.

**TOWN HAPPENINGS REPORT** - Bob Geiger -

None.

**Next Regular Meeting** - April 9, 2020

Jim Blum, Secretary