



Chittenden County Senior Citizens Alliance, Inc.  
d/b/a Heineberg Community & Senior Center  
Board Meeting Minutes  
March 21, 2018

Present: Linda Ayer, Ken Bridges (via phone), Michele Catella, Nick Danigelis, Sally Grossnickle, Lavenia Medeiros, Gail Moreau, Diane Noyes (via phone), Stacy Pepper, Gina Scafa, Beth Hammond (Executive Director), Dillon Boisvert (Center Coordinator).

Other attendees: Linda Deliduka, Mo Hevey, Erin Knox, Martha Molpus, Mary Scully.

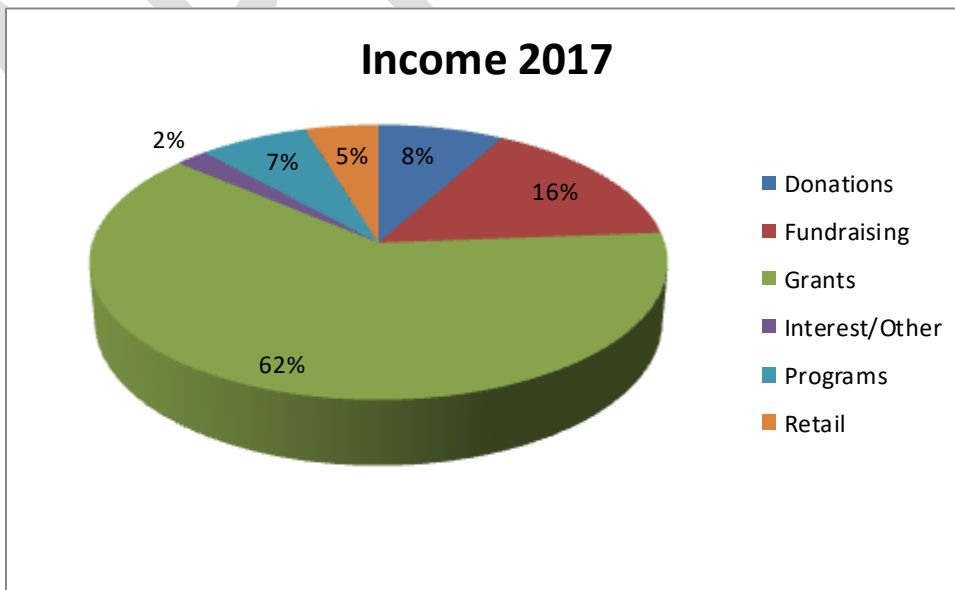
Call to order. After the Board came out of Executive Session (8:35– 8:48), Linda called the meeting to order at 9:00 AM.

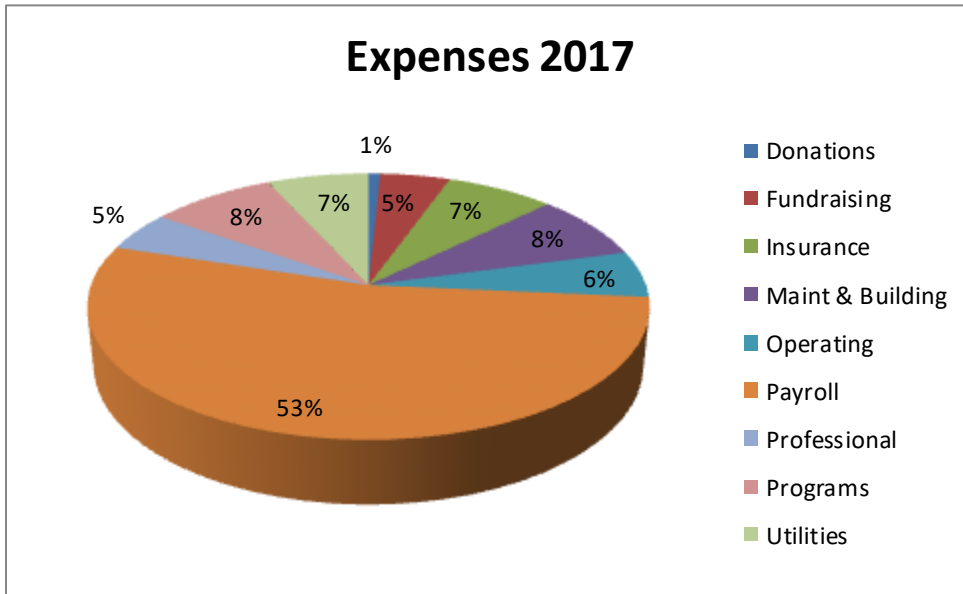
Welcome and Introduction of Attendees. After the Board members introduced themselves, the attendees did as well, including Linda D., Erin, and Mary, who are all announced nominees for the BoD.

Approval of Agenda. Linda asked that the agenda be modified to combine Old Business item Xa. (Presentation of 2017 Annual HCSC Financial Review) with the Treasurer’s Report. Stacy moved the modification be accepted, Nick seconded, passed unanimously.

Secretary’s Report. Gina read the minutes from the December 15, 2017 meeting which were approved via email by the Board in January 2018. Nick moved acceptance, Lavenia seconded, and the motion passed unanimously.

Treasurer’s Report. Stacey Pepper presented the FY 2017 Financial Report (available at the Center)





**I. CPA Review of Financials-Completed by Wisehart, Wimette & Associates**

- We are in accordance with GAAP (generally accepted accounting principles).
- No material modifications were found

Submitted by Stacy Pepper, Treasurer

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Executive Director’s Report. Beth presented her report (see below).

**Executive Director’s Report - March 2018**

**GRANTS**

- CEDO (Burlington’s Community Economic Development office) grant:
  - All work has been completed and paperwork approved. We are waiting on final reimbursement
  - Final work this quarter: library door, exterior door, fire alarms, and stairway flooring
- 2018 United Way Grant: Application submitted along with our first CPA financial review Feb 1, 2018. Decision will be announced in May 2018.

**FUNDRAISING**

- **Paint & Sip** (Q1 2018) - \$180
- **Walk of Ages** (Q2 2018) - need more volunteers for soliciting sponsorships/exhibitors
- **Lake Monster’s Game** (Q3 2018) – Proceeds from ticket sales for July 3<sup>rd</sup> 12:05 game, through special link we share, will go to our Center. At this game we’ll have a Center info table and one of our participants will throw first pitch.
- **Holiday Bazaar** (Q4 2018)

## PROGRAMMING/SERVICES

- Monthly trips: Echo, bowling, Gardners, City Market, Lake Monsters baseball game
- New Scrabble group and Transition workshop began in March. History of Heineberg Presentation.
- New Yoga teacher (Jill) has taken over Monday and Thursday classes
- Lunches: We have experienced an increase in holiday and catered lunch attendance. Attendance for regular Age Well meals has declined. Age Well will introduce a new lunch caterer this summer.
- Special lunches: Valentine's Day, St Patrick's Day, and Monthly Birthday lunches

## COMMUNICATION

- 2018 Survey distributed: will host a follow-up coffee hour April 30 to discuss survey results and feedback.
- Website and Facebook: increase in traffic and new participants from both
- Online newsletter: 40 – 60% open/click rates
- New Center sign and outside bulletin board
- 50+ Expo went well
- New front desk volunteer allowing Barb more time for newsletter and flyer distribution
- Received more space in North Ave News
- We are mentioned in the Burlington Parks & Rec guide, on Champlain's page.
- We are trying to collect a group of community members from all Front Porch Forum areas to help with FPF announcement. Only have two interested, more are needed.

### Committee Reports:

*Finance.* Did not meet. Waiting on United Way grant approval.

*Fundraising/Grants.* See the Executive Director's report (above).

*By-Laws/Policy Revisions.* Did not meet. By-Laws will meet after the new members to the Board have joined. Policy regarding security system will be developed and presented to Board via email soon.

*Building Maintenance and Usage.* Linda read Gloria's report (see below).

### **Building Usage & Maintenance Committee**

March 2018

### Work done:

- Pictures rehung in library and room cleaned up
- Hired new custodian & maintenance contractor. Maintenance this quarter: fixed lights upstairs and replaced downstairs thermostat with one we can check on our phones for better control and monitoring.
- Put up an outside security camera to help with people leaving animal waste on our grounds

### In Process:

- Sally Grossnickle & Gloria Reynolds sorting all paperwork. Old documents being shredded and other material being filed.

Future:

- Cleaning up grounds (spring)
- Paint the new library door (it's just primed)
- Cleaning furnace room
- Sort & clean upstairs closet
- Cleaning kitchen upstairs & down
- Inventory of past building projects

Public Forum: The nominees for the Board were introduced and spoke briefly about their experiences that were relevant for Board work. In order, they are:

Erin Kennedy Knox: Seven years' experience working with seniors at Gazebo Senior Living. Special interests include outreach and advertising. Sees herself helping the Center to grow in size.

Mary Scully: Gerontology Certificate from UVM. Volunteered at the Center from 2008-10, running well-received memory workshops at the Center. Also has worked as Docent at the Shelburne Museum.

Linda Deliduka: Retired teacher who used to be on the Board. Currently on retired teachers Board. Knows demographics and wants to close the gap between capacity and demand for senior housing.

Board Pres. Linda asked Martha and Mo if they would be interested in standing for the Board. Mo declined, but Martha agreed to consider the invitation and also to say a little bit about herself.

Martha Molpus: Retired social worker, especially in the D.C. area, who moved to VT in 2013.

Downsized to live in Heineberg Senior Housing. Enjoys volunteering when she gets the chance.

All four of the above were lauded individually by different members of the Board who were familiar with the nominees.

Old Business: None.

New Business:

There were no executive session items needing a motion.

For our next Board meeting, the Center's Annual Meeting, vouchers for free lunches will be offered to insure a good **participant** – not “member” – turnout.

Adjournment. The meeting was adjourned at 10:00 (moved by Gail, seconded by Michele, passed unanimously).

Next Meeting. Scheduled for Tuesday, June 26<sup>st</sup> at 10:00 AM.

Submitted by Nick Danigelis, Co-Secretary