



# Heineberg Community Senior Center

Chittenden County Senior Citizens Alliance, Inc.  
d/b/a Heineberg Community Senior Center  
Board Meeting Minutes  
December 15, 2017

Present: Linda Ayer, Stacy Pepper, Gina Scafa, Lavenia Medeiros, Sally Grossnickle, Diane Noyes, Nick Danigelis, Ken Bridges  
Absent: Michele Catella, Gail Moreau  
Staff: Beth Hammond (Executive Director), Dillon Boisvert (Center Coordinator)  
Other Attendees: Gloria Reynolds, Paul Wallace

Call To Order: Linda called the meeting to order at 9:03 AM

Approval of Agenda: Linda asked that the agenda be modified to move the items that we need to vote on to after the Executive Director's Report. Sally moved, Diane seconded, approved unanimously.

Secretary's Report: Nick read the minutes from the September 13, 2017 meeting. Lavenia moved, Stacy seconded, approved unanimously.

Treasurer's Report: Stacy Pepper reported that we are pending a few more things to close our fiscal year. At the March Quarterly meeting, there will be a detailed year end 2017 Financial Report. We have had a pretty strong year so far receiving grants that have allowed us to invest money back into the Center to help update the facility and make it a more welcoming place. We have also been able to provide more programs and activities for participants. Please note that through wonderful Special Events held this year, the Center net income total was \$9,941.54. This is a great accomplishment! Each year we strive to do more and more for the members of our community.

After some discussion, amendments were made to the 2018 Budget to reflect a balanced budget. (See attached for details.)

Sally moved to approve the Treasurer's Report, Diane seconded. Approved unanimously.

Executive Director's Report: September, October, November 2017

## **GRANTS**

- CEDO (Burlington's Community Economic Development office) grant:
  - o All remodeling funded through this grant will be completed in January. (See building and grounds report)
- 2018 United Way Grant: Waiting for Phase 1 Decision (Due Dec 15) Phase 2 application by invitation due Feb 1
- We were awarded AARP's Community Action Grant - \$1,500 o This grant will support monthly trips at the Center
- We were awarded ECAC's grant (\$1,500) to help fund our new building sign and exterior bulletin board to display newsletter and other communication
  - o The current sign will be hung in our interior hallway. (Illustration shown)



### **PROGRAMMING/SERVICES**

- As of January, we will offer almost twice as many Foot Care Clinics – we'll now have two UVM Nurses coming to the Center
- Monthly Birthday Luncheon – Free lunch to birthday participants. These are off to a good start
- Songwriter's Group – Evening activity
- Special Event Meals: 90+ Birthday Party, Thanksgiving Luncheon, and Holiday Luncheon were all very well attended and a wonderful time
- New programs Transition Group and Bone Builders going strong. Bone Builders will welcome four new volunteer leaders. Jim will add on another support group in coming months.
- "HANDS in the kitchen" with Chef Robin to start in February on Thursday mornings
- AARP Grant and partnership with Champlain will allow us to offer monthly trips
- We'll introduce other joint activities with Champlain Senior Center including Wii Bowling tournaments
- Tax Advisors will be at the Center Starting mid-February 2018. This year, this service will be offered on Fridays. We are hoping for am/pm times. We will not be scheduling for Fletcher Free.

### **FUNDRAISING Q4 2017 (October, November, December)**

- Coca-Cola Luncheon
- Paint & Sip Fundraiser
- Elvis Performance
- Holiday Bazaar

#### **2018**

- Paint & Sip (Q1)
- Walk of Ages (Q2)

### **COMMUNICATION**

- Newsletter – UPS Store is supporting the printing of our newsletter; we no longer need to fill the back page with ads. We will use this space for ongoing programming details.
- We will be exhibiting at the 50+ Expo STAFFING & CONTRACTORS
- Dillon will take on coordination support of Monthly trips (funded partially by AARP).
- Custodial & Maintenance will be performed by Damir who works with Annie and Caitlin as the Custodian and Maintenance Tech at Heineberg Senior Housing. Beth also worked with Damir at Cathedral Square. He will be a great asset to our Center.

### **MISC CENTER BUSINESS**

New Hours After careful consideration and research of other area senior centers, our new hours will be 10:00am – 3:00pm Monday – Wednesday and Thursday, 9:00am – 3:00pm. This will offer all three staff members time to complete projects and important center business without added cost for additional staff hours.

- **Volunteers Needed!** With many special events and fundraisers, as well as increasing participant needs, (transportation/companionship) we will be actively recruiting volunteers in coming months.
  - Front Desk Substitutes • Walk of Ages Volunteers • Special Event volunteers (leads, decorating and general) • Newsletter/Flyer distribution • Foot Clinics • And more...



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- Heineberg Library Our new quiet space will be introduced on Monday. It will include a variety of well-organized books, puzzle area, updated computer with internet for all to use. And a surprise area.

As part of the Executive Director's Report a motion was made to change the HCSC hours of operation to 10:00 AM – 3:00 PM Monday through Wednesday and 9:00 AM – 3:00 PM on Thursday. Lavenia moved, Sally seconded, Approved unanimously.

Discussion: Board members were asked to volunteer a couple of hours at the Heineberg Center Display at the 50+ Expo in January.

The Annual Appeal will take place during Quarter 3 of our Fiscal Year. (Our FY is January 1 to December 31).

Calendar Changes: A motion was made to make the following changes to the calendar.

- Strategic Planning Meeting will be Friday January 19, 2018 at the Miller Center. Nominations for five Board positions for 2018 - 2020 need to be submitted. The elections will continue to be held in June.
- The next Executive Committee Meeting will be Friday, March 9, 2018.
- The Annual Meeting will be in March instead of June to better align with the fiscal year. The date for the Annual Meeting in 2018 will be Monday, March 12, 2018.

A motion was made to accept these calendar changes. Lavenia moved, Ken seconded, approved unanimously.

Linda indicated that we need to call a Special Meeting in order to change the by-laws which currently state our Annual Meeting is in June. After the Strategic Planning Review Meeting January 19, 2018, a meeting date will be established as there may be other by-law changes presented to the BOD on January 19, 2018 that the participants will need to approve at the Special Meeting. The Board agreed that votes by Proxy can be done on the day of the Special Meeting.

Committee Reports: The following was discussed:

- Foundation/Grant Funding Committee – Nick and Gail
- By-Law/Policy Revision Committee – Gina, Gail, Nick; this committee should meet before the Annual Meeting in March to finalize the ballot items for participant approval.
- We need to determine an evaluation process for HCSC staff
- We need to examine the policy manual – items such as computer use and dress code

Public Forum: No discussion.

Old Business: The 2018 calendar changes were already voted on earlier in the meeting.

New Business:



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- We reviewed (executive session) Vermont Labor Laws regarding part-time workers to assure we are in compliance.
- Each Board member is to nominate at least one person for the four openings on the Board.
- Linda sent the Process for Evaluation of the Executive Director to all Board members for review with further discussion in executive session at the January 19<sup>th</sup> meeting.

Adjournment: A motion was made to adjourn at 10:30 AM. Lavenia moved, Stacy seconded, approved unanimously.

Next Meetings: Strategic Planning Meeting, January 19, 2018  
Special Meeting February (TBD)  
Annual Meeting scheduled for Monday, March 12, 2018 at 9:00 AM upon approval of by-law change.

Submitted by: Gina Scafa, Co-Secretary

APPROVED