

Chittenden County Senior Citizens Alliance, Inc.
d/b/a Heineberg Community & Senior Center
Board Meeting Minutes
September 13, 2017

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

Other attendees: Judie Blanchard, Paul Fasslin, Louise Littleton, Gloria Reynolds.

Absent: Stacy Pepper

Call to order. After the Board came out of Executive Session (8:30 – 9:20), Linda called the meeting to order at 9:30.

Approval of Agenda. Linda asked that the agenda be modified to allow Gail to present the Vermont Department of Disabilities, Aging, and Independent Living plan to survey seniors. Nick moved the modification be accepted, Sally seconded, passed unanimously.

Secretary's Report. Nick read the minutes from the May 21, 2017 meeting. Lavenia moved acceptance, Gina seconded, passed unanimously.

Treasurer's Report. Gail presented the Profit and Loss Report through August and a draft of the 2018 Center Budget. After the negative August balance was explained (CEDO work was done and paid for by the Center but the Center had not yet been reimbursed by the City), Michele moved acceptance of the Report, Ken seconded, passed unanimously. A draft of the FY18 budget was presented. The Finance Committee will meet and present the 2018 Budget for BOD approval at the December BOD meeting.

Executive Director's Report. Beth's original submission of the Director's Report to the Board prior to the meeting was not modified in any substantive way.

Executive Director Report

September 13, 2017

QUARTER UPDATES/ACCOMPLISHMENTS

- CEDO (Burlington's Community Economic Development office) grant:
 - Completed:
 - Automatic Lift Doors
 - New Lighting, paint/wall colors, and flooring
 - Still to do:
 - New exterior door
 - New CO2/Smoke detectors throughout Center (will send out alerts when triggered)
- 2018 United Way Grant: (Phase 1 Due Sept 20th / Phase 2 application by invitation, due Feb 1)
 - We will submit proposal for funding two programs: Meals/Nutrition & Trips/Transportation
- Barb, Program Assistant, has taken the lead on all special events & meals. Barb will coordinate volunteers and event logistics, with help from volunteers and Beth
- Programming
 - Dillon will lead TED Talks, alternating with wellness chats Mondays. He is also working on a mental health presentations and support groups

- We are looking into a meditation/mindfulness group as well
- We will add Wii Bowling and indoor walking back to our calendar if there is interest and volunteers
- Trips, Educational Talks, and Catered Meals remain priorities

FOCUS FOR UPCOMING QUARTER:

- Grants: United Way, CEDO, and Foundations
- New Door & First Alarms
- New front lawn sign (Moving existing Sign to building)
- Updating our kitchen to be commercially licensed
- Fundraisers & Special Events: Paint & Sip, Coca-Cola Luncheon, Donny Elvis, 90+ Birthday Party, Harvest & Holiday Luncheon, and Holiday Bazaar

Committee Reports

Building Maintenance and Usage. Ken highlighted that office space and cleanup are priorities for the committee and presented the following report.

**Building Usage & Maintenance Committee
September 2017**

The Building Usage and Maintenance Committee has accomplished the following this summer.

1. Cleaning out Craft Storage Area
2. Cleaning out storage shed
3. Obtaining a 15/20% discount from Swish
4. Updating the lock box for key storage

Future Goals

1. Cleaning up the old office space
2. Cleaning the kitchens up and down
3. Cleaning the furnace room
4. Cleaning the closet upstairs and cleaning out paperwork
5. Signage for the building
6. Inventory of past building projects—roofing, etc.
7. Soliciting volunteers for fall cleanup

Fundraising. Sally indicated “Walk of Ages” brought in \$4,318.07 and presented the following report:

**Fundraising Committee Report
September 2017**

The Fundraising committee announced the following fall events.

Paint and Sip, Saturday, September 16th from 6-8 pm, directed by artist Sue Brassard, fee \$30

Recycling Luncheon, Tuesday, October 10th at 11:30am, sponsored by Coke and catered by Bove’s, fee \$7

Elvis Concert, Saturday, October 14th, from 7-9 pm, fee \$20

Holiday Bazaar, Saturday, November 18, from 9am -2pm

As of September 1st, Beth assumed the chairmanship of the fundraising committee.

Public Forum. Discussion included the following topics: a GE/General Dynamics grant for new signage, lack of credit for Heineberg Center in a recent article on Cathedral Square and SASH, weeding the front area outside the Center, and whether or not to paint the hallways.

Old Business.

A-Fib Machine & Training A wide-ranging discussion of the pros and cons of installing an A-Fib machine and training staff on its use concluded with two motions that were approved: (1) The Center should not go forward in pursuit of an A-Fib Machine (moved by Ken, seconded by Lavenia, passed unanimously) and (2) Staff members should be encouraged to become CPR Certified (moved by Sally, Seconded by Michele, passed unanimously).

New Business.

Based on Executive Session discussions, two motions were approved: (1) The Executive Director's contract (moved by Sally, seconded by Michele, passed unanimously) and (2) Increase of staff hours to 31.75 hours/week (moved by Lavenia, seconded by Gina, passed unanimously).

Linda appointed the following two committees: (1) By-laws & Policy Revision Committee peopled by Gail, Gina, Nick, and anyone else who would like to join, and (2) Grants & Foundation Fundraising Committee, peopled by Gail and Nick.

Discussion then ensued about the upcoming 80th anniversary for the Center and how long the Center actually has been in existence under various names. A time line for the Center will be discussed at the next BOD meeting.

Finally, Gail encouraged participation in a Vermont Department of Disabilities, Aging, and Independent Living survey of seniors regarding living situations and well-being. The survey is available on Survey Monkey, and Linda indicated that she would send the link to BOD members, strongly encouraging all of us to participate while noting that the survey was open only through the month of September.

Adjournment. The meeting was adjourned at 10:45 (moved by Lavenia, seconded by Gina, passed unanimously).

Next Meeting Scheduled for Wednesday, December 13, 2017 at 9:00 AM.