

I. Welcome and Introductions

The meeting was called to order at 1:12 pm by Jenny Ohren (president) at the Silverton Elk's Lodge, at 300 High Street in Silverton.

The board members present were Jenny Ohren, Connie Barkley, Dee Martin, Jim Wilson, Terry Brandon, Bernice Hodge, and Joanne Pfau. Representing the Senior Center were Simone Stewart (executive director) and Carrie Brandon (volunteer coordinator).

The guests present Rose Hope, Diane Stone, Kay Strobel, Marilena (Lena) Burdett, Andy Ulven, and Jan Holowati.

2) There were no public comments.

3) Approval of meeting minutes from January 24, 2024

Connie Barkley moved to approve the minutes of the Jan. 24, 2024 meeting as written. Dee Martin seconded the motion. The motion passed.

4) Financial report

Please see the attached financial report.

Terry Brandon said the finance committee would like to invest in a CD. Connie Barkley moved to invest \$10,000 in a CD at Umpqua Bank for 9 months at 4.5% interest. Joanne Pfau seconded the motion. This motion was passed.

Terry Brandon said that he is frequently asked if the senior center is still functioning now that the center is temporarily closed. Andy Ulven suggested to ask the Elk's Lodge to include a message in their newsletter that the senior center is still operating and still in business. He shared some other possibilities of sharing this information.

We need to reach out to the members to renew their dues since the number of dues paid so far this year is below this point last year. Terry Brandon suggested we keep our existing budget and change it as necessary. Under existing conditions both income and expenses should go down.

Simone Stewart said she found the 14 tickets that were sold for the Last Chance Raffle that Dodie Brockamp was doing in January. She will contact people who bought tickets. Plans are being made to finish the raffle.

Jenny Ohren requested we create a list of sponsors we have used in the past and include who might be a future sponsor. Included on this list would be the business community, non-profits, clubs, and individuals. The list would be used for donations, help with activities, events, etc.

5) Volunteer report

Carrie Brandon said we need more volunteers, especially for the retirement party for Dodie Brockamp. Carrie Brandon stated that set up for Dodie's Retirement Party will start this Friday evening from 5 – 7 pm at the First Christian Church. On Saturday, the set-up is at noon and clean-up is at 3:00 pm.

Simone Stewart will redo the volunteer application with only a minor change. Three people have volunteered to help update our database.

6) ED report - spending approval for conferences and meet and greet

Updates are being sent to members every Monday, Wednesday, and Friday. The volunteer of the year recipient is Cindy Lou. Simone Stewart is updating the website. She attends the Chamber of Commerce meetings every Wednesday.

March 1, 2024 there will be a Meet and Greet for the new executive director at Bella Casa from 4:00 - 6:00 pm.

Terry Brandon moved to authorize \$177 for a Nonprofit fundraising summit in Corvallis, OR on Feb 23, 2024 and \$60 for membership in Nonprofit Association of Oregon for Simone Stewart. Dee Martin seconded. The motion passed

7) Elections Committee report

Connie presented 2024 election schedule as follows:

March 1: Deadline for applications

March 8: Ballots available to members

March 29: Ballots will be counted

March 30: Annual meeting (Sat.) Possible potluck

Terry Brandon, Simone Stewart, and Joanne Pfau suggested voting electronically with paper ballots available at Bella Casa for those members who do not use a computer. This would eliminate the cost of the mass mailing. Concerns were that some members do not use a computer and possible solutions were discussed.

8) Postal Options

Bulk rate would be \$400 a year. We probably would not use it that much because of the minimum number of identical units needed to be mailed at one time is so high. This option would not be cost effective.

The reduced rate for non-profits might be a better option. We will research this option and use it if feasible and beneficial. This option could save us 40% off regular postal rates.

9) Trivia Bee Sponsorship - \$200

We have put together a team of 4 people called the Mad Hatters for this year's Trivia Bee event hosted by the Kiwanis' Club. It is on March 8, 2024 and our cost is \$200, which is already included in our budget. The Kiwanis helped us out with a \$1,000 donation. Terry Brandon said we should honor this commitment with possible changes next year. Connie Barkley and Jim Wilson felt that we should not spend \$200 for this at this time.

Joanne Pfau moved to pay this sponsorship fee. Terry Brandon seconded. The motion passed with much discussion.

10) Policy regarding paying vendors/instructors

Jenny Ohren and Simone Stewart stated the we need to establish a standard contract which will be used with all vendors. We should receive an invoice by the end of the month. We would then have until the 15th of the month to pay the invoice. Paying all invoices at the same time would save time and would be easier to coordinate.

Jim Wilson moved that a standard contract for all vendors be established that would allow a 15-day allowance after the receipt of the invoice to pay any invoice. Bernice Hodge seconded. Motion passed.

11) Policy regarding scholarships/paid memberships

The total number of full scholarships, Cornerstone and Lifetime memberships are about half of the total memberships. These members do not pay any dues. After discussing this, it was suggested that in the future we only offer scholarships for dues with an agreement from the recipient to assist the Senior Center by being a volunteer. This policy would be for new scholarships for member dues, and we will not renew existing scholarships without the agreement to volunteer. Jim Wilson suggested that someone write up a policy for this and we will vote on it.

12) Location of board meeting minutes on the website

The consensus was that the minutes should not be hard for the members to find. Minutes of the meetings will not be posted until they have been approved.

The minutes are currently under the "About" tab on our website.

13) The upstairs of the senior center needs to be emptied.

We need a storage area for all the items that we had to move from the Senior Center. The city is limited on what they can share with us. The city offered POD storage at \$150/month. Jenny said she will contact another POD company.

Members have offered space but, preferably, we need to have it all together. We have several items that we are storing for individuals. We will ask anyone who has personal items in the attic at the Center to pick them up.

If anyone knows of items in the attic at the Senior Center that need, or should, be kept they should contact Simone Stewart. We will be cleaning the attic and we don't want to throw away things that have a special purpose.

The next board meeting is Wednesday, February 28, at 1 pm at the Silverton Elk's Lodge, at 300 High Street in Silverton. This meeting is open to the public.

The meeting was adjourned at 2:25 pm by Jenny Ohren.

An Executive Session was held after the meeting today.

Respectfully submitted,

Joanne Pfau, secretary
Jan Holowati, volunteer