

MSAC Board Meeting
May 28, 2014, 1:30pm in City Hall Conference Room
Minutes of the Meeting

Meeting called to order at 1:40 pm

Present: MSAC Director, Janna Clar, Board Chair: Tina Muncy, Board Members: Sue Stuke (Secretary), Fran Krushenick, Sylvia Kingsbury, Janet Ressler, Jane Osgatharp, Liz Dodge, Frank Wood, and Peter Harris.

Minutes of previous meeting, (May 12) approved with minor corrections.

Old Business:

A. Sharing of member-comments:

1. Game players and music class complain of noise level in Activity room.
2. Financial Aid was given "ungraciously" (member was asked to give a "service", and someone felt they couldn't apply for a trip scholarship because they hadn't "given".)
3. Suggested a "Suggestion Box" for Good Taste Catering. Perhaps need more variety in meals.
4. The Pool: There is confusion about whether Sr. Center has whole pool or just aerobics? Always one lane open for members, two on Tuesdays. The new Center Administrator is still learning. Annie Tiberio Cameron will be the new instructor for Sr. Aerobics Class.
5. Suggested that answers to member questions be posted on a bulletin board at the Sr. Center for all to benefit. (As does the Co-op).
6. Noise level is a problem. New screens are helpful but kitchen noise still comes through. Noise level depends on the activity involved, and the administration plans to hold more of the "presentation type" events upstairs starting in June, and only 4 times a month, on Tuesdays. Admin. needs to introduce presenters, not just "warn" people they are coming.
7. Coffee: continues to be an issue. Requested \$1 / cup is ignored. Some folks think the Senior Center, "doesn't seem as friendly anymore", Food Bank suggested as a possible link for free coffee.
8. Rummage Sale: Staff was congratulated on the efficient removal of leftover articles, allowing volunteers to step back after putting in some long hours. Advertising said "Saturday Only" but more experienced heads prevailed, starting the sale on Friday.
9. Rotary International will try our space for a meeting on September 22.

B. Member Benefits: Discussion of handout F1, (attached).

1. Trip Costs: figured to break-even at 8 people, Over 8 we make a small profit. Perhaps charge a bit more? Some income budgeted from trips (\$1000) but not worth pushing as a fundraiser. Longer trips make more money...perhaps have a Fenway Park Trip??
2. OSHA is allowed to charge what they wish, as a renter.
3. Fee Guidelines: Meals are open to those 50 and over, with a fee for those under 60.
4. Suggested we create a brochure or posted list answering the question: "Why should I join the Senior Center?"

A. Reviewed Directors Update:

1. Concern with increased expense of increasing Dan's hours, adding \$3000 to budget.
2. Discussion of Budget Process:
 - a. The City is in the midst of a 1-2 year process of reviewing "Classified" employees, moving toward standardization, which may change salary
 - b. The City pays for salaries and the facility. Classes are our responsibility. We get money from membership fees, class fees, the Corey Fund, and from fund raising. City does not pay for our increased costs with increased taxes. The City Council determines the budget, City Management manages it.
3. Determined that the budget will always be in flux, both with income and expense.
4. Board Member, Peter Harris reported that he recently attended the VT Business Expo in Burlington and thinks it is a good venue for promoting Corporate Gifts in the future.

B. Discussed value of telephoning members who have not renewed their memberships:

1. Why call? Is it just because we want more members? It would be more welcoming to say, "We notice you're not here, and we miss you." We can also ask for information: "Is there a particular reason you haven't renewed your membership?"

Motion: To ask volunteers to make courtesy calls. Moved by Janet Ressler, seconded by Jane Osgatharp. **Passed unanimously.**

C. Annual Meeting Discussion

1. Meeting will be Thursday, June 26
Old Board meets at 10:15 am (Frank, Janet, and Sue absent. *Will need a note-taker*)
2. Lunch for all members at 12:00 noon
3. 12:45 pm: Annual Meeting Called to Order. Agenda:
 - a. Brief year-end summary
 - b. Brief look ahead at year to come
 - c. Feedback, written and verbal (Tina will create a feedback form)
 - d. Thanks and farewell to retiring Board Members
 - e. Welcome to new Board Members
 - f. By-Law change: vote on adding one member to Board (ideally from a Supporting Town)
 - g. Adjourn
4. 2:00 pm: Meeting of New Board
Agenda: a. Set dates for meetings, b. Elect Secretary, c. Chair, d. Vice-Chair

Committee Reports:

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A. Fundraising Committee: (Janet Ressler, reporting)

1. Committee has decided we have too many events! Recommends only 4 per year, separated by 2-3 months:
 - a. Rummage Sale
 - b. Holiday Sale
 - c. Dinner in early fall with entertainment
 - d. Senior Prom, (or other major fun event)
2. Best way to raise money is to ASK!
3. Concerned regarding possible low attendance at Fashion Show this June 7.

B. Program Committee: (Fran Krushenick and Sylvia Kingsbury met with Catherine Simpson)

1. Programs: July 12: Safe Driver Class; Possible program with Montpelier Pharmacy on Drug Interactions. Committee welcomes suggestions. They will be meeting quarterly, beginning in July this year.

C. Budget Committee: (Tina Muncy, Chair, Reporting)

1. Committee members: Scott Hess, Whitney Dall, and Janet Clarke (who is not staying on the committee). The committee needs an Accountant!
2. Had an orientation meeting. Need direction on how to manage the budget:
 - a. either good programming with low fees and lots of fundraising, or,
 - b. Raise fees with less fundraising, or
 - c. Cut programming
3. Budget committee recommends that the Advisory Board hold a meeting in July to talk JUST about the budget, July 15 or 17 @ 1:30 pm

June (?) Meeting: Welcome new members. Schedule a New Board Orientation and Social Gathering. Possibly invite a "trainer"?

Drafts of Memoranda of Understanding with Just Basics, Inc (B) and Good Taste Catering DBA Taste Solution (C)

1. Discussion: Clarifying paragraph B under Section VI on Funding in MOU #B p.4: Remove second sentence to avoid confusion of financial responsibility, making each organization responsible for their own obligations and expenses.
2. Possibly need to raise prices for meals. Now reimbursed \$3.50 for each meal by C.O.A. Currently lose money on each meal (costs greater than reimbursement or donations).
3. Clarified details of MOU #C with Good Taste Catering.
4. We also have M.O.U with Montpelier Alive and Lost Nation Theater.
5. #D: Healthy Food in Senior Meals Program (?)
6. #E: Confidential Draft of VT Food TV Program: Discussed and approved.

Next Meeting: June 26, 2014 12:00 noon. Will discuss issue of Artist's hanging their work. Meeting adjourned about 4:30 pm

Respectfully submitted,

Sue Stukey, Secretary