

**Redwood Coast Senior Center  
June Board of Directors Meeting  
Wednesday, June 27, 2018**

**Board Members Present:** Rick Banker, Zomala Abell, Michael Carroll, Paula McDonell

**Staff Present:** Charles Bush, Executive Director

**Call to Order:** Meeting was called to order at 10:30 a.m.

**Public Comments:** None

**Approval of Agenda:** Carroll, 2nd Abel

**Approval of May Minutes:** Carroll, 2nd Abel

**Financial Reports:**

Mark was away, Bush compensated and did payroll. Actual report will not be available for about a week.

Our portfolio is now a managed account, balanced in terms of investments. We can continue to make decisions re changes as needed. Three signatures are required in order to transact any buy/sell decisions. The qualification process is very thorough. We are also having a back up person get qualified. The Board now feels more knowledgeable and secure about the account.

**Information Items: Contracts:**

The AAA nutrition funding, as we thought possible, is down about 10K, after their reassessment due to the higher numbers for Meals on Wheels and the lower numbers for lunch on site add up to less funding. The MTA contract is still not complete, but it is estimated to be up as much as 5K. The Community Foundation grant is not yet determined. The funding for Friendly Visitors has arrived, and the enrollment of clients and visitors has begun.

**Executive Session** - began at 11:30 a.m., ended at 12:10 a.m.

**New Business:**

We discussed and reviewed at some length Operating Objectives, Job Descriptions and Planning Process. We decided to add time frames to appropriate objectives and to consult with staff about those time frames. We discussed and defined process for recruitment of new Executive Director. We discussed Executive Director job description in relation to advertising. We established scope of advertising, timelines and possible criteria to be used in process of finding new Executive Director.

Meeting Adjourned at 12:30 pm. Next meeting is Wednesday, June 25 at 10:30 am

Respectfully submitted, Zo Abell, Secretary