

Redwood Coast Senior Center
November 2018 Board of Directors Meeting
Wednesday, December 5, 2018

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

Staff Present: Jill Rexrode, Executive Director

Other Present: None

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

Public Comments: None

Approval of Agenda: Bush, 2nd Carroll

Approval of October Minutes: Bush, 2nd Carroll

Financial Report:

Rexrode had gone over line items with Mark Steese and reviewed items with discrepancies between projections and actualities. The Board reviewed various IT specifics again. Comcast finances with us are not clear or complete. There was discussion re copying and printing and costs in relation to website. We discussed rental projections v. actualities. This led us to discussion of space use, free space for non-profits, cleaning fees. We also discussed advertising and out reach in relation to finances. In relation to the building, the estimates are taking more time than anticipated. We would like to further separate maintenance and repair costs from the whole budget. The salad bar was eliminated, replaced by individual salad offerings with the main dish. We are still working on the optimum placement of money into accounts for making money and for immediate access when needed. Continued discussion of creation of reserve account. Discussion of accumulated depreciation.

Operations Report and New Business:

We discussed changing the logo on our communications. Rexrode also said she would like to recreate the Facebook page about the Senior Center. Discussion re the website, Rexrode and Stuart are meeting with Michael Potts re what is needed on the website and who will do what parts. The reorganization of the Attic is showing good results, Jodie's office at that end of the building is working well. Elizabeth had finished her continuing education credits. We discussed the Friendly Visitor program and the Peer Counseling program. We discussed background checks, fingerprinting and a more extensive background check called Life Scan. There is a Custodian of Records, in the Dept. of Social Services, that keeps us informed. This discussion ensued from Elizabeth's process of getting her certification. Basically it was an exploration of who needs what level of monitoring to protect clients and the Senior Center legally. We also discussed the question of training and requirements for volunteers to be Friendly Visitors or Peer Counselors. Much of this appears to be up to individual organizations, as opposed to being mandated anywhere. Rexrode will look into this further, and, we said that we want to facilitate

the use of the programs as much as possible. We want information, guidelines and all the safety possible, but we do not want to constrain the programs or relationships with any unnecessary bureaucratic barriers.

We discussed a daylong meeting in March for plan with evaluation and actions, specifically to go over goals before the next fiscal year.

Bush introduced changes in all aspects of a special dinner to say hello and goodbye re directors. Everyone concurred. McDonell reported on her data collection project. Rexrode added to the Employee Handbook and showed it to us. We talked a little about reviewing the job descriptions recently completed by Bush.

Meeting Adjourned at 12:30pm

Next meeting for Wednesday, January 30, 10:30am

Respectfully submitted, Zo Abell, Secretary