

Redwood Coast Senior Center

Minutes of the Board of Directors Meeting

Wednesday, February 26, 2020

Board Members Present: Zomala Abell, Paula McDonell, Jean Mann, Michael Carroll

Staff Present: Jill Rexrode, Mark Steese

Call to Order: The meeting was called to order at 10:33 AM

Public Comments:

None

Approval of the Agenda:

Agenda approved by all with the addition of "Old Business" to include approval of the revised budget.

Approval of Minutes:

Approved except Mann questioned that the minutes did not reflect the approval of her as a board member. The action to approve her addition to the board was passed in Executive Session last month. Personnel issues are not included in the regular minutes. The board affirmed that Mann is now a Board Member.

Financial Report:

Meals on Wheels donations up, dining room participation is up, and Attic sales are up. Food use and therefore cost is up. Donations for lunch are up as well. Steese completed and distributed the list of funding sources as committed.. It was the desire of the board to add to the list potential grants and new funding sources including AARP and Rotary. Action Rexrode, Steese.

There was no progress on the food costing worksheets from last meeting. Rexrode to meet with Carroll to go over the process. Action: Rexrode, Carroll

Operations Report:

Rexrode met with Supervisor candidates and discussed issues important to RCSC including the current bus funding issue with MTA.

One of the three heaters failed dangerously and was replaced. \$3600 unbudgeted cost. Director will assure that the other two heat units are inspected and safe.

Action: Rexrode.

A discussion of the proposed remodel of the entry area to provide security and a lockable entrance to the office area was discussed. Director is proposing \$2,000 for

the project. Since it is not on the approved capital projects list, the project will wait to be discussed more fully in the next board meeting. The new door and ramp project were discussed but no conclusion was reached. Currently they are part of the yet to be approved atrium project.

There was a discussion of the minimal promotion for the Friday Forums. Action Rexrode.

Old Business:

Jean Mann was approved as a board member in Executive session last month. Board will wait before offering any potential additional board members.

The revised budget was approved by all.

New Business:

The board proposed a financial audit. Rexrode is getting quotes. Action: Rexrode

Marketing-Friday forums need more aggressive schedule and promotion. Action: Rexrode

Potential marketing activities need to be documented. Each board member to contribute ideas. Action: : Abell, McDonell, Mann, Carroll

Survey report by McDonell for public distribution was completed and can now published.

A second batch of Advance Reader Copies of new books from Gallery Bookshop were delivered and need to be displayed somehow. Action: Rexrode.

Adjourned at:

12:01PM

Next Meeting:

Thursday March 19, 2020 at 1:30 PM

Submitted: Michael Carroll