



REDWOOD COAST SENIOR CENTER

Minutes of the Board of Directors' Meeting

May 27, 2020

		ACTION
Board members present:	Zomala Abell, Paula McDonell, Michael Carroll, Jean Mann	
Staff present:	Jill Rexrode, Mark Steese (for financial reporting only)	
Call to order:	<ul style="list-style-type: none"> Meeting called to order at 10.35am. Business discussion was delayed until 10.48am (due to technical difficulties) Video meeting held via zoom; Carroll via telephone 	
Public Comments:	none	
Approval of the agenda:	Approved by all	
Approval of Minutes 4/29/20:	<p>Approved with the following amendments:</p> <ul style="list-style-type: none"> Noted that the April meeting was held via zoom (video) Under Operations Report: the discussion also included offering the meal pick-up service to people 60+ who have not been RCS clients in the past 	
Financial Report	<p>Questions/comments /adjustments covered:</p> <ul style="list-style-type: none"> Advertising expenditure well down on budget as event dinners have been suspended The 'Benefits' amount, under Staff Expenses, is an equal allocation across months (not a ratio of monthly payroll expenses) COVID-19 emergency funding of \$33K was received from AAA Donation received for installation of a kitchen hood and a fire suppression system McDonell requested a brief explanation (one or two words) against expenditure on items such as building and equipment maintenance, when they occur. Carroll requested an update of the capital expenditure budget 	<p>Steese</p> <p>Rexrode/Steese</p>
Operations Report	<ul style="list-style-type: none"> E.D. was asked to start planning for reopening the Center, in accordance with Mendocino County's relaxation of restrictions over coming months. Issues to consider include social distancing, safety of kitchen/dining room staff, health checks etc. Recommendation that the planning maps the actions/operations allowed against Stages 3 and 4 rules for all services offered (eg dining room, thrift store, activities etc). 	Rexrode

	<ul style="list-style-type: none"> • E.D. asked to investigate opportunities for COVID-19 testing of staff and volunteers, as more tests become available in Fort Bragg. A flyer about local testing will be developed and distributed to staff and volunteers • A few new people, 60+, have signed up for curbside meals. Opportunities to further expand the curbside meal service were discussed. Plans include: <ul style="list-style-type: none"> ○ Contacting any dining room regular clients who have not yet utilized the curbside pickup service ○ More promotion of the expansion of the service to all people 60+ years (not just past clients) via channels such as listserve, facebook, writing an article for the newspaper for publication on the 4th and 5th districts reporting pages • New building maintenance issues (additions to written report): <ul style="list-style-type: none"> ○ Evaporation tube on exterior wall from the walk-in freezer broken and caused damage to the subfloor. A piece of plywood had been installed to replace the original door. The area had been leaking for a long time. A filter on the freezer was also plugged, causing the motor to run constantly. North Coast Plumbing have repaired both problems. ○ An old temporary repair, involving the subfloor, was discovered in the NE corner under the building. It will be scheduled for repair. ○ The decking on the NE porch corner needs replacing and will be scheduled for repair. ○ An external fiberglass door has been ordered to replace the rotting door on the south entrance to the new thrift store. 	<p>Rexrode/ Abell</p> <p>Rexrode</p>
<p>New Business (draft operating budget, 2020-2021)</p>	<p>Questions/comments /adjustments covered:</p> <ul style="list-style-type: none"> • Item 5825 (<i>Donations-Cash unrestricted</i>): 4 donation letters and several fund-raising dinners included in the budget • Item 5830 (<i>Attic in-kind</i>): The word ‘donations’ will be added • Item 6610 (<i>Raw Food</i>): Equal monthly expenditure was allocated in the draft budget. The board requested that monthly allocations be changed to reflect actual expected monthly expenditure. This will aid in better cash flow management. This same allocation procedure should be adopted for other items in the budget, as appropriate. • A revised operating budget for 2020/2021 will be presented at the June 2020 board meeting 	<p>Steese</p> <p>Rexrode/Steese</p> <p>Rexrode/Steese</p>
<p>Old Business (financial audit)</p>	<ul style="list-style-type: none"> • The process of reorganizing accounting records, to ease the auditing review, is underway • Initial contact with auditor made 	
<p>Adjournment</p>	<p>Meeting adjourned at 12.20pm</p>	
<p>Next meeting</p>	<p>Wednesday, June 24, 2020 at 10.30 am</p>	

MATTERS/ACTION ARISING FROM MEETING dated April 29, 2020

<i>Section</i>	<i>Issue</i>	<i>Resolution/outcome</i>
Financials	Are buses owned by MTA or RCS?	Buses are owned by RCS
Operations	Possible expansion of pick-up meal service	Meal service now open to all 60+ residents
	Planning for audit	In process - see Financial audit under Old Business (May meeting)
	Ask SBMC for discount on c/c transaction fees	Requests made – refer Operations Report in Board package for May meeting

Submitted: Paula McDonell