



REDWOOD COAST SENIOR CENTER

Minutes of the Board of Directors' Meeting

June 24, 2020

Board members present:	Zomala Abell, Paula McDonell, Michael Carroll, Jean Mann	ACTION
Staff present:	Jill Rexrode, Mark Steese (for financial reporting only)	
Call to order:	<ul style="list-style-type: none"> • Meeting called to order at 10.38am • Video meeting held via zoom 	
Approval of the agenda:	Approved (Abell, seconded Carroll) with the addition of 'Renaming of Fort Bragg' as an item under new business	
Approval of Minutes 5/27/20:	<ul style="list-style-type: none"> • Approved: Abell, seconded Carroll • Minutes will be prepared by Jean Mann, newly appointed Secretary, from July 2020 onwards 	
Public Comments:	none	
Financial Report	<p>Questions/comments /adjustments covered:</p> <ul style="list-style-type: none"> • The accountant was asked to add explanations to notes where appropriate; for example, explaining any significant variations in current month's results • The Board, initiated by Abell and Carroll, thanked the accountant and ED for clearer and improved financial reporting 	Steese
Operations Report	<ul style="list-style-type: none"> • Discussed the logistics of reopening the dining room and thrift store to comply with the current COVID-19 imposed restrictions: <ul style="list-style-type: none"> ○ Decision made to reopen thrift store first ○ E.D. will develop a detailed plan for reopening. The plan will consider, among other issues, the need for new volunteers, hand sanitizers, thermometers, masks and management of traffic in/out of the thrift store. ○ The Board will meet on July 15 to review reopening plans. Assuming all county/state compliance requirements can be met, a staged reopening of the thrift store will commence week beginning July 20. • E.D. provided further detail on the pending IT projects: <ul style="list-style-type: none"> ○ The plan is that the time clock program will integrate with QuickBooks and enable more efficient management of staff HR and payroll matters. ○ Currently, staff exchange documents via share drive. A company intranet will provide a one stop facility where all general company documents (e.g. the employee handbook, calendar) can be more easily accessed 	Rexrode

- The Board expressed appreciation to the E.D. for her work, particularly her management of the RCS since the COVID-19 imposed restrictions
- E.D. has planned, in the 2020/21 budget, for wage increases of between 2%-4% for staff
- Abell commented on the release of a community publication listing places where seniors could obtain meals during the pandemic lockdown. The Redwood Coast Seniors' Center was omitted from this list

New Business	<p><i>2020/2021 budget</i></p> <ul style="list-style-type: none"> • 2020/21 budget approved excluding Capital Expenditure. The Capital Expenditure component for 2020/21 will be approved at July meeting following submission of a detailed expenditure schedule • Carrol and Mann expressed appreciation for the good job done on the budget <p><i>Draft Capital Expenditure – discussions included:</i></p> <ul style="list-style-type: none"> • investigating the opportunity to work with volunteers from Botanical Gardens when redesigning/ refurbishing the Senior Center garden • in redesigning the garden, the Center's focus on feeding seniors will influence all decisions • the renovation of the atrium will include installation of sky lights and the sealing of windows • E.D. asked to prioritize 2020/21 capital expenditure projects and to provide more detailed scheduling and, where possible, firm quotes for the work <p><i>Community discussion on renaming of Fort Bragg</i></p> <ul style="list-style-type: none"> • The Board and staff of the Redwood Coast Senior Center remain committed to the Center's mission of providing services to the seniors of our community, regardless of any community changes
Old Business	<p><i>Financial audit</i></p> <ul style="list-style-type: none"> • Initial meeting with the auditor will be held in July
Adjournment	Meeting adjourned at 12.19pm
Next meeting	<p>Wednesday, July 15 2020 at 1pm via zoom (special meeting) Wednesday, July 29 2020 at 10.30 am (regular monthly meeting). Meeting will be held in person, if social distancing arrangements are satisfactory</p>

Rexrode

MATTERS/ACTION ARISING FROM MEETING dated May 27, 2020

<i>Section</i>	<i>Issue</i>	<i>Resolution/outcome</i>
Financials	Add brief explanation for building/maintenance expenditures	To be implemented, as needed
	Update capex budget	Updated budget presented. Further details requested before approval
	Revised Budget 2020/21 requested	Revised budget presented and approved (excl. capex expenditure)
Operations	Develop plan for reopening dining room and thrift store	Plan for reopening thrift store to be discussed with Board on July 15
	COVID-19 testing of staff & volunteers	City of FB invited RCS staff and volunteers to be tested. A number of staff/volunteers have now been tested
	Further promotion of curbside lunch service	<ul style="list-style-type: none"> • Curbside service advertised on Listserv, Facebook • Article in newspaper not yet published • Ongoing contact with regular clients not utilizing service • A few new sign-ups during June

Submitted: Paula McDonell