



REDWOOD COAST SENIOR CENTER

Minutes of the Board of Directors' Meeting

July 29, 2020

ACTION

Board members present: Zomala Abell, Paula McDonell, Michael Carroll, Jean Mann

Staff present: Jill Rexrode, ED and Mark Steese, Accountant (for financial reporting only)

Call to order:

- Meeting called to order at 10:35
- Video meeting held via zoom

Approval of the agenda:

- Carroll moved to approve the agenda; Mann seconded.
- Agenda approved with no changes.

Approval of Minutes 7-15-20:

- Carroll moved to approve minutes of July 15, 2020; Mann seconded.
- Minutes approved with no changes. Discussion regarding Minutes formatting included minor changes.

Public Comments: none

Financial Report Questions/comments /adjustments covered:

- June Profit & Loss Statement, June Balance Sheet – Comparative: Reviewed data for end of fiscal year; clarification regarding repairs versus maintenance following State guidelines.

Operations Report

- See written report for details.
- Highlights include:
 - a. Improved Internet coverage throughout the building achieved through new lines, upgrades and repairs;
 - b. Attic Thrift Store project is complete. "Square Up" POS installed.

New Business

- Capital Improvements Update: Reviewed updated list, and proposed projects. Approval of replacement blinds was made. Estimates pending for outside ADA ramp and Atrium roof repairs. Estimates pending for dry rot repairs on NE area of building.
- Maintenance and Equipment: Have motors serviced for walk-in refrigerator and freezer and debris cleared away.

Old Business	<p><i>Financial Audit</i></p> <ul style="list-style-type: none"> Scheduled to begin in August with conference call to include Rexrode and Carroll. Much of the audit to be completed remotely. 	Rexrode Carroll
Adjournment	Meeting adjourned to Closed Session	Abell
Returned from Closed Session	Reconvened to Adjourn Abell moved to adjourn meeting; Mann seconded 11:50	

MATTERS/ACTION ARISING FROM MEETING dated July 29, 2020

<i>Section</i>	<i>Issue</i>	<i>Action proposed</i>
Maint. & Equip	Walk-in refrigerators & freezer motors	Fort Bragg Refrigeration Estimates - Rexrode
Capital Improvements	Replace blinds; repair exterior dry rot, exterior ramp to Conference Room, freezer area floor	Additional information and estimate details before approval - Rexrode
	Doors for Attic Thrift Store	Consult with Fort Bragg School District - Rexrode

Next meeting: August 26,2020

Submitted by: Jean Mann