



REDWOOD COAST SENIOR CENTER

Minutes of the Board of Directors' Meeting

September 30, 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 10:36
 - Video meeting held via zoom
- Approval of the agenda:
- Carroll moved to approve the Agenda with the following additions:
 - Review By-Laws
 - Discuss plan to re-open Thrift Store
 - Confirm Carroll Board position
 - Mann seconded.
 - Agenda approved with changes.

- Approval of Minutes 8-26-20 and 9-11-20:
- Abell moved to approve minutes from August 26, 2020 regular meeting noting spelling correction of McDonell's name and minutes from Special meeting of September 11, 2020 noting absence of McDonell. Mann seconded. Minutes approved as read.

Public Comments: none

- Financial Reports
- Questions/comments /adjustments covered:
- July Profit & Loss Statement: Carroll reiterated request for data showing comparison between current and last year's figures. Steese will make certain to change that on subsequent reports. McDonell asked for clarification on 5910 item which showed a large sum. Steese explained and future data will have a note attached to further explain. Having no further questions Carroll indicated that the data all looked straightforward and expressed appreciation for the data collection.
 - Balance Sheet: No questions.

Steese

Operations
Report

- See written report for details.
- Attic Thrift Store is ready to re-open. See discussion under New Business.
- Capital Improvements:
 - Jess Construction has been hired to complete the proposed remodel. Rexrode has been diligent in getting answers to questions regarding the proposal and will inquire about the necessary permitting.
- Drive thru meals: Some fluctuation continues in the number of attendees, but we are getting new clients. There are approximately 30 participants. Rexrode presented the data Carroll requested regarding the specific number of meals each week for Drive-Thru and MOW.

Rexrode

New Business

- Corporate record keeping: Rexrode and Abell have been organizing all records (minutes, by-laws, etc.) to facilitate easier and more efficient record keeping. Binders by year have been collated to archive documents.
- Annual election of officers:
 - President: Zomala Abell
 - Vice President: Paula McDonell
 - Treasurer: Michael Carroll
 - Secretary: Jean Mann
- Review Board responsibilities and procedures: Referred to By-Laws. Carroll suggested a Board training, which Rexrode had recommended previously. Rexrode will seek information regarding possible presenters. Additionally, Board members are encouraged to seek prospective Board members to facilitate increased representation. Of particular interest is encouraging representation from the Hispanic community.
- Review By-Laws: McDonell proposed reviewing the By-Laws for corrections and updating. McDonell agreed to gather suggested revisions to be presented at the next Board meeting. Mann agreed noting the need to revise and include a roster of Board members with current contact information and terms of office. Rexrode agreed to develop the list. Suggested revisions should be submitted to McDonell by 10-9-20. As a point of clarification, Carroll's member term on the Board was affirmed March 27, 2019 for a term of three years. It was acknowledged that Carroll was secretary and treasurer as of June 26, 2019.
- Plan for re-opening the Thrift Store: While the Thrift Store is ready to re-open, a number of factors need to be taken into consideration before doing so. Specifically, with the significant construction about to commence, safe access to enter and exit the Thrift Store is problematic. Additionally, volunteers are not ready to come back, which severely limits the personnel available to man the store.

Rexrode

Board

Board

Rexrode

Staff is stretched pretty thinly according to Rexrode and any health dangers must be taken into consideration.

McDonnell suggested modifications with a physical barrier at the entrance and perhaps limiting the number of people allowed in. Carroll and Abell are in favor of re-opening with good marketing practices utilizing Covid-19 safeguards and compliance. Mann suggested the need to weigh the potential physical and health dangers against the potential earnings. Carroll stated that Rexrode can take the leadership role and is best equipped to resolve the issues leading to re-opening.

- Audit: The Auditor has all the necessary documents and will have a draft of findings available by October 9, 2020. Rexrode, Steese and Carroll will review the report and then it will be presented to the full Board.
- Positive Pay: The process has been put in place and will add an additional layer of security for the Center.
- Carroll requested updated information regarding Chef Tec which he recommended at the previous meeting. Chef Tec is a program many restaurants use to input recipes and determine cost per serving. It seems like a good method to keep track of portion control which is the key to profit.

Rexrode
Carroll

Rexrode

Closed Session

Discussion regarding Executive Director review

Note: Abell recommended a special meeting prior to the next regularly scheduled Board meeting to review By-Laws, discuss the strategic plan and evaluation of the Executive Director. Unanimous approval.

Adjournment: 1:00

MATTERS/ACTION ARISING FROM MEETING dated September 30, 2020

<i>Section</i>	<i>Issue</i>	<i>Action proposed</i>
RCSC ByLaws	Outdated version; Submit suggestions to McDonnell by 10-9-20	Review and revise; Board of Directors
Board Training	Review Board responsibilities and procedures	Investigate training options; Rexrode
Attic Thrift Store	Re-Opening plan	Continue to examine alternatives; Rexrode

Audit	Upon completion, review report. Request Auditor report to full Board	Rexrode; Steese; Carroll.
Executive Director Review	Complete evaluation forms for annual Executive Director review; deadline: 10-21-20	Board of Directors; Rexrode
Special Meeting	Review By-Laws, discuss strategic plan, and annual Executive Director review	Board of Directors

Special Meeting: October 21, 2020 Abell to develop agenda; McDonell to set up Zoom meeting

Next Regularly Scheduled Meeting: October 28, 2020

Submitted by: Jean Mann