

# REDWOOD COAST SENIOR CENTER

## Minutes of the Board of Directors' Meeting Zoom Meeting January 27, 2021

- Board Members present: Zomala Abell, Paula McDonell, Michael Carroll, Jean Mann  
Guest: David Alden
- Staff Present: Jill Rexrode, E.D.; Mark Steese, Accountant (for financial reporting only)
- Call to Order: ~ Meeting called to order at 10:30  
Video meeting held via zoom
- Board Member Election: ~ Three-year term concluded for Paula McDonell. In accordance with Bylaws Article II: f, there was a unanimous member vote to re-elect. Paula McDonell re-instated on Board.
- Approval of the Agenda: ~ Zo moved to approve the Agenda with the addition of the following:
1. Old Business:
    - a. Financial Audit Report;
    - b. Executive Director evaluation;
    - c. Results of Indemnity Insurance policy review;
    - d. Board Training
  2. New Business:
    - a. Website update
  3. Closed Session
- ~ Paula seconded; Agenda approved as amended.
- Approval of 12-2-20 Meeting Minutes: ~ Paula moved to approve December 2, 2020 Board Meeting Minutes; Zo seconded. Minutes approved.
- Public Comments: The Board welcomed David Alden to the meeting and offered the opportunity to tell the Board about his experience and interest in becoming a RCSC Board Member. David will be provided with Board membership information and application.
- Financial Reports: ~ Profit & Loss Statement/Balance Sheet for November, December 2020:  
Clarification was sought on a number of items. Zo expressed thanks for the questions and for the detailed responses as well as the notes included. No major issues were noted arising from the financial reports.
- Operations Report: ~ See written report for details.  
~ Friendly Visitor Program, Senior Peer Counseling, Social Day Program (by phone) and Friday Forums are all operating well. Transportation, T/Th outside on-site meals and Meals on Wheels continue to offer supports to seniors on a regular basis.  
~ Facility improvements continue with the ADA ramp nearing completion. The Board acknowledges how wonderful the facility improvements are and looks forward to completion as time and weather permit. When the ramp handrails are installed, the *Attic Thrift Store* will re-open on a trial basis. Jill has developed a contingency plan for opening. Media coverage to entice customers (i.e., "Opening Soon") will be put in place as soon as possible. In addition to Facebook, Jill will be consulting the KZYX about doing a "spotlight on RCSC" as well as frequent quick spots about upcoming activities.

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Operations Report  
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~ Expanded outreach is being planned to make available and coordinate additional resources for seniors. Jill is developing a resource list and training materials for staff.  
~ Paula suggested consulting with Elizabeth about modifying the Peer Counseling newspaper ad to clarify the service rather than seeking counselors. She also suggested a small flyer that could be developed and sent out at the T/Th meals and MOW to outline available services. Since marketing continues to be an area needing attention, alternatives to getting information out to the community should be considered (i.e., 4<sup>th</sup> and 5<sup>th</sup> District notifications, Mendo Fever, website, radio, etc.).  
~ California Relief Grant: All documentation has been submitted. Paula clarified the process including waitlist and/or Round 2 status. Jill will call the number Paula provided to see our results today and she and Paula will confer tomorrow. (January 28.)

Old Business:

~ Financial Audit Report: The audit was approved and deemed "...in accordance with accounting principles generally accepted in the United States". This means the audit was fine. The Auditor suggests that a second signer on checks be other than Mark to potentially improve internal controls. Jill, Mark, Zo and Mike are the current signers. It was decided that Mike will make himself available to sign regularly. Mark will not sign unless there is an emergency. Paula noted that because the audit was fine, it does not address the kinds of questions she has re guidance for how we could improve. While comparing to other non-profits might be informative, David cautioned that there might be unfair analysis because of different circumstances. David will be sent a copy of the report.  
~ The Executive Director's evaluation has been completed. Prior to next year's evaluation, revisions will be considered for the evaluation form.  
~ Indemnity Insurance Policy: Zo spoke with an attorney about the policy. She suggested that the only area that we might want clarification was exemptions. Comparing to policies held by other Senior Centers might prove informative. David noted that it would be good to also review the Center's liability insurance policies. No action was taken.  
~ Board Training: Zo contacted Claire Ellis, but she no longer does trainings. Claire suggested that Susan Norguard might know who does. Jean will follow up after Zo provides contact information. Paula will also get in touch with the West Co. people to see if there might be presenters available.

New Business:

~ Defibrillator: Mike recommends that we acquire one for the Center. Funding sources will be explored.  
~ Covid-19 Update: We continue to be in the purple tier. No changes are proposed.  
~ Website: There still appears to be outdated information on the website. However, it is clearly stated that the Center is closed and all activities have been suspended. The on-going issue is having someone make regular updates and monitor the website.

Closed Session:

~ The Board went in to Closed Session.

Adjournment:

~ The Board returned from Closed Session and adjourned at 12:50

**Next Meeting: Wednesday February 24, 2021 10:30 AM**

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## MATTERS/ACTIONS ARISING FROM BOARD MEETING JANUARY 27, 2021

<b>Section</b>	<b>Issue</b>	<b>Action Proposed</b>
Attic Thrift Store	Media coverage about Thrift Store re-opening	Rexrode to contact media and KZYX in particular
Modify Peer Counseling Ad and create flyer	Increase outreach	McDonell & Elizabeth
California Relief Grant	Update information	Rexrode; McDonell
Indemnity Insurance Policy	Compare policy to other Centers	To be determined
Liability insurance	Review policy coverage	To be determined
Board Training	Find presenter	Abell, Mann, McDonell
Defibrillator	Explore funding source	Rexrode
Website	Update	Rexrode