



## Williamston Area Senior Center – Board Meeting Minutes March 14, 2023

**Board Members present:** Karleen Dimick, Sharon Basil, Beth Zetterholm, Drew Danowski, Karen Bollman, Mark Steinberg, Ann Lemmen (zoom), Marilyn Thompson (zoom) and ex-officio members Beth Schrader, Mike Black and Ray Lemmen (zoom)

**Absent:** John Allen/Wheatfield Twp, Tammy Gilroy/City of Williamston, Wilma Whitehead/LeRoy Twp.

### I. Call Meeting to Order

President Ann Lemmen called the meeting to order at 1:09 pm.

### II. Approval of Agenda

Karen made a motion to approve the agenda for this meeting. 2<sup>nd</sup> by Beth Z. Motion passed.

### III. Approval of Minutes

Minutes from the December 13, 2022 board meeting were electronically approved by the board in an email on December 20, 2022.

### IV. Director's Report

- Kitchen Coordinator, Mickie Manley, reported that T.C.O.A will soon be gathering lunch information electronically. Everyone will be given a card (kept at the Senior Center) to swipe each time they purchase a T.C.O.A. lunch.
- Director Beth Schrader highlighted the many events and fundraisers happening at the Senior Center for the months of February and March. A spreadsheet was included to show the number of participants for each of the daily activities in January and February
- Fire Drill was conducted on February 28<sup>th</sup> & Active Shooter Training is scheduled for May 19<sup>th</sup>
- Renters Insurance was purchased for the Senior Center
- WASC now has a Yelp Page
- A spreadsheet was provided to show the income & expenses from the Nectar & Thorns Play

### V. Treasurer's Report

The February 2023 Financial Report was presented by Treasurer Ray Lemmen for the Board's review. Ray noted the following items:

- Winter tax revenues from the Townships and City are expected sometime soon in March
- Once the tax revenue monies are deposited, Huntington Bank will set us up with a new savings account that will earn a much higher interest rate.

Motion to accept the February 28, 2023 Financial Report was made by Beth Z. and 2<sup>nd</sup> by Karen. Motion passed.

## VI. Amended Policies to Consider for Approval

The following policies were presented at the December 13, 2022 board meeting and were amended after the meeting as requested by the Board. Needs Board approval.

- a. Membership Policy
- b. Participation Policy
- c. Tobacco Policy
- d. Travel Policy

Motion to approve the four amended policies was made by Karen. 2<sup>nd</sup> by Beth Z. Motion passed.

## VII. Policies to Consider for Adoption

The following policies were presented by Director, Beth Schrader for the board's consideration:

### a. Health Policy

Motion was made by Sharon to accept the Health Policy as presented. 2<sup>nd</sup> by Karleen.  
Motion passed.

### b. Credit Card Policy

Assistant Director, Julie Rudd, confirmed that spending caps are listed in the Finance Policy. Sharon made a motion to accept the Credit Card Policy as presented. 2<sup>nd</sup> by Mark.  
Motion passed.

### c. Volunteer Policy

After much discussion, the Board agreed the following paragraph needs to be removed from the policy:

***Persons volunteering at the Senior Center may go through a criminal background check. The results of this background check will be kept confidential and may be used in the determination of their acceptance as a Williamston Area Senior Center volunteer.***

The Board also requested that Mark, Sharon and Beth S. look further into the T.C.O.A. volunteer policy. They will report their recommendation to board members by email within two weeks.

Motion was made by Sharon and 2<sup>nd</sup> by Karleen, to accept the proposed Volunteer Policy as amended with the removal of paragraph and will make further amendments later as recommended by the committee.

Motion passed.

### d. Press Release Policy

Beth Z. moved to accept the Press Release Policy as presented. 2<sup>nd</sup> by Mark. Motion passed.

### e. Administration in Absence of Policy

Motion was made by Beth Z. and 2<sup>nd</sup> by Karen to accept the Administration in Absence Policy as presented. Motion passed.

### f. Political Policy

After some discussion the Board agreed that the wording needed further review.

Beth Z. moved to table the Political Policy for further review. 2<sup>nd</sup> by Karen. Motion passed.

g. Performance Review Policy

Beth Z. moved and 2<sup>nd</sup> by Karen to accept the Performance Review Policy as presented.  
Motion passed.

h. Fire Policy

Beth Z. moved to accept the Fire Policy as presented. 2<sup>nd</sup> by Karen. Motion passed.

**VIII. Annual Meeting and Elections**

Our next board meeting is the Annual Meeting scheduled for **May 16, 2023**, to be held at the Locke Township Hall. Lunch at noon and board meeting at 1:00 pm.

Board members whose terms are ending this year are Sharon Basil, Ann Lemmen and Marilyn Thompson. Sharon and Ann will seek re-election. Marilyn is undecided.

**IX. Board Comments**

Mark stated that we need to start sooner than later working on creating a capital campaign, tax millage renewal and finding a new location. A few names were suggested to begin forming a committee, Mark Steinberg, John Bollman, Julie Rudd and Warren Dimick. Other individuals from the community will need to be included.

**X. Public Comments**

Tina Mauer

**XI. Adjournment**

Beth Z. moved to adjourn the meeting. 2<sup>nd</sup> by Karen. Motion passed.  
Meeting adjourned at 2:10 pm

Submitted by

*Marilyn Thompson*

Board Secretary