



Williamston Area Senior Center – Board Meeting Minutes September 20, 2022

Board Members present: Ann Lemmen, Marilyn Thompson, Karleen Dimick, Beth Zetterholm, Drew Danowski, Karen Bollman, Mark Steinberg, John Allen/Wheatfield Twp, Beth Schrader (ex-officio) and Ray Lemmen (ex-officio)

Absent: Tammy Gilroy/City of Williamston, and Wilma Whitehead/LeRoy Twp.

I. Call Meeting to Order

President Ann Lemmen called the meeting to order at 1:02 pm.

- Director Beth Schrader requested a Discussion on Future Facilities to be added to the agenda. Motion was made by Marilyn to accept the addition to the agenda. 2nd by Beth Z. Motion passed.

II. Approval of Minutes

- It is important for board members to respond to their board emails, so we can legally conduct business electronically between scheduled board meetings
- Approved board minutes will be posted on the WASC website

A motion to accept the June 14, 2022, minutes as written was made by Beth Z. and 2nd by John. Motion passed.

III. Director's Report

- Director Beth Schrader highlighted the many events and fundraisers happening at the Senior Center for the months of August and September
- Birthday Celebration is October 6th. The board's help is needed to promote and sell tickets
- Total of \$1189.85 has been received from the September fundraisers
- Special thank you to Ron and Dawn Harris for heading up the concession stand during the "Concerts in the Park". They brought in \$842.70 for the senior center
- WASC is being well represented at many of the area functions.
- More and more people are finding WASC through social media and from its website

IV. Treasurer's Report

The August 2022 Financial Report was presented by Assistant Director, Julie Rudd for the Board's review. Motion to approve the August 31, 2022, Financial Report was made by Beth Z. and 2nd by Karen. Motion passed.

V. Appointment to Fill Board Vacancy

Motion was made by John to appoint Sharon Basil for a 3-year term to fill the vacancy left by the resignation of Steve Ferrara. 2nd by Beth Z. Motion passed. Sharon was absent due to an illness.

VI. Review of Financial Policy and Procedures

Treasurer, Ray Lemmen reviewed the WASC Financial Policy and Procedures and found only a few items that he felt needed to be changed or tweaked. He will put those changes in writing and send it out electronically for board approval.

VII. Appointment of Committee for the Evaluation of Executive Director

Ann explained that a committee needs to be formed to conduct its first Director's Evaluation.

- The committee will consist of 2-3 board members and senior representative
- Questions will be created based on the Director's Job Description
- Director will be given a self-evaluation beforehand
- Expectations will be set for the upcoming year
- Summary of the evaluation will be presented to the board at the December meeting
- Results may include possible recommendations for job description revisions
- Beth S. will conduct evaluations on her employees and presented to the board at the March 2023 board meeting

Those who agree and/or appointed to sit on the Evaluation Committee are:

Mark Steinberg

Karen Bollman

Ann Lemmen

Mike Black (as an advisor)

Bob Thompson (as an advisor)

Bob Bement (will be asked to represent the senior members)

VIII. Additional Agenda Item – Discussion on Future Facilities

Assistant Director, Julie Rudd reported that Williamstown Township approached WASC with a piece of property in the township that could possibly become available for constructing a new senior center. The property, located on Grand River, is now consider a hazard after a fire destroyed the building. Julie will let Williamstown Township know the WASC is interested, and she will keep the Board updated as things progress.

IX. Public Comments

Tina Mauer

Mark Steinberg

Barb Upleger

IIX. Adjournment

Beth Z. moved to adjourn the meeting. 2nd by Karen. Motion passed.

Meeting adjourned at 1:50 pm

Next Board Meeting is Tuesday, December 13, 2022

Submitted by

Marilyn Thompson

Board Secretary