



WILLIAMSTON AREA
SENIOR CENTER

Williamston Area Senior Center – Board Meeting Minutes January 14, 2025

Board Members Present: Ann Lemmen (zoom), Karleen Dimick, Marilyn Thompson (zoom), Beth Zetterholm, Sharon LaPointe, Jolene Gustafson, Mark Steinberg, Sharon Basil, ex-officio members Anne McKinney, Ray Lemmen (zoom) and Director Julie Rudd

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 12:35 p.m.

II. Approval of Agenda

Sharon LP moved to accept the meeting agenda as presented, 2nd by Beth. Motion passed.

III. Approval of Minutes

Minutes from the November 12, 2024, Board Meeting was presented for approval.

Beth moved to approve the board minutes, 2nd by Jolene. Motion passed.

- Old business item: Ann asked on the status on the Michigan Flyer using the senior center parking lot. Julie replied that no further inquiry has taken place at this time.

IV. Director's Report – Julie Rudd

Julie highlighted the following items:

- Attended the TCOA Annual Dinner Auction, which gave Julie some ideas for future fundraising
- Our Open House on December 7th was a huge success with approximately 300 attendees
- Attended the Rotary Meeting on December 17th to evaluate the Taste of Williamston. A presentation was given with feedback from the steering committee. Currently, the senior center still hasn't received any amount from that fundraiser.
- Received a contribution of \$5128.80 from Premier Travel for the Ireland Trip
- Will continue to make herself more familiar with the changes to the Earned Sick Time Act (ESTA) and minimum wage laws through a recorded webinar from MIParks.
Ray stated that he would also like to review that webinar.
- Donations, Memorials, Honorarium:
August-October: Krogers \$25.72
November: Total \$180 (\$70 went to the building fund)
December: Total \$2359 (\$2,059 went to the building fund)

V. Treasurer's Report – Ray Lemmen

The December 31, 2024 Finance Report was presented for the Board's review.

- Net income is \$168,195.10
- Total expenses are \$120,778.63 and Total revenue \$238,973.73
- He continues to update line items to be more precise with the assets and expenditures that now occur from owning our own building.

- We expect to hear from Ingham County soon about meeting our requirements in handling the \$750,000 grant

Motion to approve the December 31, 2024 Financial Report was made by Sharon B., 2nd by Karleen
Motion passed.

VI. New Building Updates – Julie Rudd

Julie highlighted the following items:

- The concrete dip at front entry was fixed to get occupancy
- The digital sign at the road is now completely fixed
- Alpha Omega inspected our fireplace, and it passed
- WASC received a \$12,000 tax bill from the City but had also gotten a \$17,000 credit at closing to pay the taxes
- Under the assumption that we needed the final inspection before we could request temporary occupancy, instead Rick Swanson (Livingston County Inspector) gave a list of things that need to be done before getting occupancy:
 1. The architect will need to create an interim use plan for the building
 2. Need a notarized letter agreeing with using a smaller space at the building with no more than 49 people in total
 3. Gailey Plumbing would need to pull a permit for the high/low drinking fountain and pass inspection. It originally passed inspection but was later told that the wrong permit was pulled. Dietz Plumbing came to the rescue and pulled a 2nd permit. It hasn't passed the inspection yet.
 4. DeLau would have to pull a permit for the kitchen fire suppression. After speaking with the mechanical inspector, it was agreed upon that a permit wouldn't need to be pulled
 5. NEISA Chief Yanz would have to send a letter agreeing to all the above.
- Moving day started on Dec. 10th with the Rotary group finishing the move on Dec. 13th
- D.L. Walker added the sanitation and rinse attachments to the dishwasher which were needed for the Health Dept approval.
- Granger dropped off a trash dumpster on the north side of the building.
- Thanks to the Williamston UMC for allowing the seniors to use their fellowship hall the week before Christmas to meet and have meals, including our Holiday Party
- Delau and their engineer started the actual creation of the sprinkler system plans and drawings for the building
- Utility Bills for November and December:
 WOW - \$104.98 & \$104.98
 Frontier - \$134.26 & \$134.26 including a refund of \$45.02
 DTE - \$447.46 & \$593.38
 Consumers - \$33.32 & \$69.89
 City Water/Sewage - \$203.77 & \$182.67
- New Building Updates will no longer be a separate agenda item. Building information will now be included in the Director's Report.

Zoom call ended at 1:15pm and the meeting resumed at 1:18pm

VII. ASSISTANT DIRECTOR'S REPORT – Anne McKinney

Anne highlighted activities from November and December

Upcoming events include:

- Adding more exercise opportunities by expanding chair exercise to 3 days a week with different formats and the possibility of hiring an instructor from the YMCA
- Future presenters include: Heather Sawdon, Mitch Lutzke, Eric from WPD, Amy Moore and Dr. LaBerge
- The Senior Class Band has been rescheduled to come back and perform, and the WHS Girls Basketball team will come to participate in game activities with our seniors.

VIII. OLD BUSINESS

Rental Agreement for the new WASC

No progress has been made on developing a rental agreement. Ann proposed that she and Ray would put together an agreement for the Board to review. Sharon LP pointed out that it's hard to narrow down what we all want for a rental agreement when there are so many components and individual values to consider. Jolene stated that it would be best to start small renting out for community meetings, Boy Scouts, etc. Mark suggested that he and Sharon LP will draft the agreement for review and comment. Sharon B recommends that Ann and Ray review it first before sending it out to the Board. The Board concurs by unanimous consensus.

IX. Board Comment

- Sharon B brought up a situation that happened at the sign-in desk. Julie and she agreed to handle the issue together in-house.

Julie added the following points to the meeting:

- The Ingham County Health Dept. inspected and approved the license for our kitchen
- Julie closed out our P.O. Box at the Williamston Post Office
- Julie returned our former building keys to Cassandra, Office Mgr. at the Commons
- There was an inquiry from a community member about electing board members. Julie assured them that we do have by-laws in place for holding elections. Julie will also check with the Non-Profit Association and the Senior Center Association to make sure we have everything covered. *It was suggested that Julie reach out to the Townships to have them appoint someone to represent their Township on our Board.*
- It was noted that our board minutes aren't up to date on our website. Julie proposes that the Board Secretary (Marilyn) be responsible for uploading the minutes as they are approved, along with Anne McKinney keeping the website regularly updated with activities and calendar.
- Julie has promoted Anne McKinney's title to "Assistant Director". She has been a tremendous help with all that's been going on with our new facility. *Ann L. thanked Anne for all she has done for the senior center and congratulated Anne on her new title.*

X. Public Comment - None

XI. Adjournment

The meeting ended by consensus.

Meeting adjourned at 1:50 pm

Submitted by:

Marilyn Thompson, Board Secretary