



WILLIAMSTON AREA  
SENIOR CENTER

## Williamston Area Senior Center – Board Meeting Minutes November 12, 2024

**Board Members Present:** Ann Lemmen, Karleen Dimick, Marilyn Thompson, Sharon LaPointe, Jolene Gustafson, Mark Steinberg, Sharon Basil, ex-officio members Ray Lemmen and Director Julie Rudd  
**Absent:** Beth Zetterholm, Tammy Gilroy/City of Williamston, and Wilma Whitehead/LeRoy Twp.

### I. Call Meeting to Order

President Ann Lemmen called the meeting to order at 12:33 p.m.

### II. Approval of Agenda

Karleen moved to accept the meeting agenda as presented, 2<sup>nd</sup> by Mark. Motion passed.

### III. Approval of Minutes

Minutes from the September 10, 2024, Board Meeting was presented for approval.

- Jolene made note that under New Building Updates (4 bullets down) the cost correction is \$5996.70.
- Ann asked that under Taste of Williamston (2 bullets down) to remove the letter “a” so the sentence ends . . . *not permanently on our walls*.

Sharon B. moved to approve the minutes with corrections, 2<sup>nd</sup> by Jolene. Motion passed.

### IV. Director’s Report – Julie Rudd

Julie highlighted the following items:

- Received our \$12,000 check from Bellanger for the equipment they purchased from us.
- Brook Locke from D&W would like to donate an oatmeal breakfast to the senior center.
- The 2024 Farmer’s Market season has ended. With the generosity of the vendors, we were able to include more produce with the senior lunches.
- Our concession stand this year made \$1,499.42
- Julie was invited and attended the Ingham County Human Services Committee meeting on October 14<sup>th</sup>. The Elder Service Millage was on the agenda. Senior Center funds are at stake.
- An incident report was filed for a senior who was injured.
- Our senior center millage passed in all 3 townships.
- We had a wonderful Veterans Day lunch, celebrating our area veterans. We received great feedback on the event and the new building.
- Our annual Chili Cook-off is November 18<sup>th</sup> (Karleen, Marilyn & Ann)
- This year we will be participating in the “Charitable Giving Day” on Tuesday, December 3<sup>rd</sup>. We will also be putting a “wish list” out on Amazon.
- Our Open House will be on Saturday, December 7<sup>th</sup> from 12pm-4pm.
- Looking to permanently move into our new facility during the week of December 16<sup>th</sup>.
- Donations, Memorials & Honorarium (all going into the Building Fund):  
September: \$6,025 and October: \$12,845

Julie added that she will be updating the Williamston Area Senior Center brochure and would like input from the Board.

## V. Treasurer's Report – Ray Lemmen

The September 30, 2024 Finance Report was presented for the Board's review.

- Net income is \$113,289.43
- Once the millage monies start coming in from the 3 townships and the City, it will make budgeting much easier.
- Since we now have more expenses, Ray expanded the list under Operations Expense
- With building ownership, Ray also had to update the Fixed Assets and Liabilities

Motion to approve the September 30, 2024 Financial Report was made by Mark, 2<sup>nd</sup> by Karleen  
Motion passed.

## VI. New Building Updates – Julie Rudd

- Concrete Landscapes will fix concrete issues at front door, so we can get our occupancy permit.
- Still having issues with the digital sign. The technician now recommends a new router which Julie went ahead and ordered.
- A lighted sign over digital sign was installed before the Taste of Williamston. The Eysters were thrilled to see their donation
- Alpha Omega did an inspection on the fireplace, it passed, and it's good to go.
- Gailey Plumbing changed out the hand washing sinks for Health Dept approval. High-low drinking fountain will be installed per Health Dept. Ice maker is in.
- Parallel Contracting adjusted the handicap signs and painted the curb blue for caution.
- Delau Fire Services will come out to update the fire suppression in the kitchen. May look for a different sprinkler system installer.
- The automatic front door has been fixed.
- Office furniture and the chairs for the tables have been delivered.
- Bills:

WOW:	Sept: \$19.99	Oct: \$104.98
DTE:	Sept: \$454.22	Oct: \$455.76
Consumers:	Sept: \$16.00	Oct: \$33.32
City Water:	Sept: \$193.22	Oct: \$182.67

**Activities Report** – Anne McKinney joined the meeting late to highlight the Activities and Events happening at the SC for the months of September, October and upcoming months.

## VII. NEW BUISNESS

### Rental Agreement Discussion for our New Building

- There have been inquiries about renting our building.
- We have gathered several copies of area rental agreements that we can use as a template to create our own rental agreement.
- Mark S. put together a list of thoughts and ideas regarding the SC doing rentals. His list will be emailed out to the board members.
- It was agreed upon at this time that we would consider renting to local groups but hold off on renting to any large groups until we get ourselves more established in our new facility.

## VIII. OLD BUSINESS

### Taste Of Williamston

- Rotary made approximately \$30,000.00 from the Taste of Williamston. WASC portion will be determined later.
- Raj Wiener will be having a debriefing with the TOW group that includes Julie, Ann, Ray, Jolene and Earl Wolf.

### Approve Addition of ED Review Process to By-Laws

- Julie added that she would like to do an evaluation in January on Anne McKinney's job performance that would include a raise and a change in job title to Assistant Director.

### Approve Changes to Policies

- Changes to the Financial Policy were approved September 10, 2024, and will need signatures from the President and Secretary.

## IX. Board Comment – None

## X. Public Comment - None

## XI. Adjournment

This is the last board meeting for 2024

Jolene moved to adjourn the meeting. 2<sup>nd</sup> by Mark. Passed by consensus.

Meeting adjourned at 1:50 pm

Submitted by:

*Marilyn Thompson*

Board Secretary