



Williamston Area Senior Center – Board Meeting Minutes July 9, 2024

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

Before the meeting, Julie Rudd gave the Board a tour of the new building and pointed out the work being done before the senior center can move in.

I. Call Meeting to Order

President Ann Lemmen called the meeting to order at 1:43 p.m.

II. Approval of Agenda

Marilyn asked that the “New Building” have a separate line item on this agenda and on each agenda hereafter. It was then moved to approve the agenda with the additional line item, 2nd by Karleen. Motion passed.

III. Approval of Minutes

Minutes from the June 11, 2024, Annual Board Meeting was presented for approval. Mark moved to approve the minutes, 2nd by Sharon B. Motion passed.

IV. Director’s Report – Julie Rudd

- WASC will co-sponsor the Taste of Williamston with the Rotary Club, scheduled for Tuesday, October 22, 2024, at our new building. A percentage of the proceeds will go to benefit the Senior Center. Julie shared a draft letter and information flyer from Rotary.
- WASC collected \$1490.00 from fundraising events during the Red Cedar Jubilee.
- The Meijer donation process is now done online.
- A total of \$51,825.00 was donated during the months of June and July and deposited into the Building Funds.

V. Treasurer’s Report

The June 30, 2024 Finance Report was presented for the Board’s review.

- June 30, 2024, balance is \$1,171.566.77
- Ray shared how the process went at the closing of our new building.
- As part of the purchase agreement, Ingham County requires yearly financial reports for the next 7-1/2 years to protect their investment
- It’s the end of the fiscal year, so the remodeling cost, fixed assets and closing cost will be reflected in the next financial report.

Motion to approve the June 30, 2024 Financial Report was made by Karleen, 2nd by Beth
Motion passed.

VII. New Building Report (added agenda item)

- Julie said she's in contact with a sign company to get the electronic message board working again.
- She is also working with Signs on the Spot for: parking signs including steel poles, vinyl information signs made for the entry doors and a large wall sign identifying our building
- Julie hired Mike Walker at \$30/hour for a 2-week project focusing on updating the public bathrooms and painting the interior walls in the main room.
- Julie suggested that we change our membership age requirement from 55 to 60 to match the Elder Services age requirement.
- Leroy Township forgot to collect the senior center millage on their tax rolls. Julie is working with the Township Supervisor to collect our designated amount.

The vote to approve purchases was put on hold by the board until after the Financial Policy discussion below.

VII. NEW BUSINESS

A. Changes to the By-Laws

Article VII: Board

- Page 2; increasing the number of board members to include those who represent the City and Townships.
- Page 4; item 10 (spelling correction) evaluations = evaluations
- More discussion regarding evaluations will continue at the next board meeting.

B. Changes to Procedures

Financial Policies

- Page 4; item e) (sentence change) NEW WORDING: any purchase of more than \$10,000 including cash purchases must be pre-approved by the President or Treasurer before the purchase with a notice to the Board via email. (NOTE: the Board can vote to lower this spending amount once after the building remodeling)
- Page 4; Employees; a) (remove words) REMOVE: , or other benefits

Beth made a motion to approve the changes made to the By-Laws and Financial Policies, 2nd by Mark. Motion passed. *(Julie was given permission to spend up to \$10,000 without needing Board approval. She was also asked to keep the Board updated on the progress of the new building)*

VIII. Board Comment

The board thanked Julie for all the time she spends getting our new building ready for the move-in and greatly appreciates her conscientiousness in keeping costs as low as possible.

IX. Public Comment – None

X. Adjournment

The Board agreed to meet again next month. Date Tuesday, August 13th.
Beth moved to adjourn the meeting. 2nd by Sharon LP. Passed by consensus.
Meeting adjourned at 3:30 pm

Submitted by:

Marilyn Thompson Board Secretary