



## **Williamston Area Senior Center – Board Meeting Minutes December 13, 2022**

**Board Members present:** Ann Lemmen, Marilyn Thompson, Karleen Dimick, Sharon Basil, Beth Zetterholm, Drew Danowski, Karen Bollman, Mark Steinberg, John Allen/Wheatfield Twp and ex-officio members Ray Lemmen, Beth Schrader and Mike Black

**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 1:00 pm.

- Ann welcomed new board member, Sharon Basil

### **II. Approval of Minutes**

The amended minutes from the September 20, 2022 board meeting was electronically approved by the board in an email on October 7, 2022.

### **III. Director's Report**

- Director Beth Schrader highlighted the many events and fundraisers happening at the Senior Center for the months of November and December
- Currently \$372.48 has been received from the different December fundraisers
- Seventy-four Christmas cards were signed by the seniors and mailed out to the "Make a Veteran Smile" program
- Staff, volunteers and board members received training on seizure recognition and first aid
- MPLC license was purchased allowing WASC to show movies legally
- Beth thanked Pat Cookingham for all the amazing things she does for the senior center

### **IV. Treasurer's Report**

The November 2022 Financial Report was presented by Treasurer Ray Lemmen for the Board's review. Ray noted the following items:

- Financial reports are now all computerized
- Profit & Loss report includes the budget amounts
- Huntington Bank will upgrade our two checking accounts for a better interest rate and other benefits, and will pay us over 3% interest on a new savings account when we make a deposit of over \$10,000
- Income from the winter taxes will be coming next month

Motion to accept the November 30, 2022 Financial Report was made by Beth Z. and 2<sup>nd</sup> by John. Motion passed.

**V. Transfer of Funds from Regular Savings to Building Fund Savings Account**

Assistant Director, Julie Rudd shared that since the passing of Steve Arends, the designated \$8,000 from the 2021-2022 budget has never been transferred to the building fund. Last year's net profit was \$55,000 which includes the \$8,000 still in the regular savings account. Now that Ray has updated all the accounts, we can confidently move forward with transferring the funds.

Motion was made by Karen to transfer the \$8,000 from the regular savings account into the building fund savings account. 2<sup>nd</sup> by John. Motion passed.

**VI. Committee Report on Evaluation of Executive Director**

Ann reported on the evaluation process. The evaluation committee was made up of herself, Mark Steinberg, Karen Bollman, Ruth Millhisler, and Mike Black. After Beth Schrader completed a self-evaluation, the committee met to review and then met with Beth Schrader to go over her goals for the future. The review was all positive. The committee agreed to the continuation of employment of Beth Schrader.

Motion to accept the positive Evaluation Report and continuation of employment of Beth Schrader as the Executive Director of the Williamston Area Senior Center was made by Beth Z. 2<sup>nd</sup> by John. Motion passed

**VII. Policies to Consider for Adoption**

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

a. Direct Donations to the Center Policy

Motion was made by John to accept the Direct Donations to the Center Policy as presented. 2<sup>nd</sup> by Karleen. Motion passed.

b. Membership Policy

Beth Z. made a motion to table the Membership Policy for further review. 2<sup>nd</sup> by Karen. Motion passed.

Ray Lemmen, Mike Black and Beth Schrader will work on the wording. It will then be electronically presented to the board for their review and approval.

c. Participation Policy

Motion was made by Sharon to accept the proposed Participation Policy. 2<sup>nd</sup> by Beth Z. Motion passed.

After further review, Beth Z. moved to amend the sentence to include the word "illegal" so that the sentence reads as **Members will not: Consume or possess any "illegal" drug or narcotics . . . .**

2<sup>nd</sup> by Karleen. Motion passed.

d. Code of Conduct for Visitors

Beth Z. moved to accept the Code of Conduct for Visitors as presented. 2<sup>nd</sup> by John. Motion passed.

e. Policy on the Use of Tobacco Products on the Commons Property

Motion was made by Sharon to accept the proposed Use of Tobacco Products policy. 2<sup>nd</sup> by Beth Z.  
Motion passed.

After further discussion, Mark moved to amend the policy by removing the words ***The Commons Property*** and removing the last sentence ***Signs prohibiting the use of tobacco products will be posted on The Commons grounds.***

2<sup>nd</sup> by Beth Z. Motion passed.

f. Travel Policy

Beth Z. moved to accept the Travel Policy as amended to also include trips that are not funded.  
2<sup>nd</sup> by John. Motion passed.

g. Closing Policy: Inclement Weather

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

h. Equal Employment Opportunity

Beth Z. moved to accept the Equal Employment Opportunity policy as presented.  
2<sup>nd</sup> by John. Motion passed.

**VIII. Board Comments**

Sharon Basil thanked everyone for asking her to serve on the board.

**IX. Public Comments**

Barb Upleger

**IIX. Adjournment**

Beth Z. moved to adjourn the meeting. 2<sup>nd</sup> by John. Motion passed.  
Meeting adjourned at 2:05 pm

**Next Board Meeting is Tuesday, March 13, 2023**

Submitted by

*Marilyn Thompson*

Board Secretary