



Williamston Area Senior Center – Board Meeting Minutes June 14, 2022

Board Members present: Ann Lemmen, Marilyn Thompson, Karleen Dimick, Beth Zetterholm, Drew Danowski, Beth Schrader (ex-officio) and Ray Lemmen (ex-officio)

Absent: Karen Bollman, Steve Ferrara, Mark Steinberg, John Allen/Wheatfield Twp, Tammy Gilroy/City of Williamston, and Wilma Whitehead/LeRoy Twp.

I. Call Meeting to Order

President Ann Lemmen called the meeting to order at 1:01 pm

II. Approval of Minutes

A motion to accept the May 17, 2022, minutes as written was made by Beth Z. and 2nd by Karleen Motion passed.

III. Director's Report

- Director Beth Schrader highlighted the many events and fundraisers happening at the Senior Center
- Beth attended the Region 6 Senior Centers Directors Meeting. The next meeting will be held in Williamston on June 28th
- Hosting a booth at the Farmers Market proved to be a success in introducing the Senior Center to the community
- Beth thanked a few individuals who have given their time to take on large projects for the Senior Center
- Our Senior Center has been designated as a Cooling/Warming Place for those who need a place to go during extreme heat and cold temperatures. Our facility will be open Monday through Thursday 9:00 am to 2:30 pm. to help those in need of cooling or warmth.

Motion to accept the Director's Report was made by Beth Z and 2nd by Marilyn. Motion passed.

IV. Treasurer's Report

The May 2022 Financial Report was presented by Assistant Director, Julie Rudd for the Board's review. She highlighted the following items:

- Senior Center received \$17,000 in tax revenue from Wheatfield Township
- \$5000 error was found and corrected in the expense column of the 2021-2022 budget
- Noted that the 2022-2023 Budget does include an increase in hours for the Director and Assistant Director that will start July 1, 2022
- She recommended switching to online banking in place of receiving hard copies of monthly bank statements. This would save the Senior Center \$120/year.

Motion to approve the May 31, 2022, Financial Report was made by Beth Z. and 2nd by Karleen. Motion passed.

V. New Business

- a. **Recognition of Steve Arends** was presented by Ann Lemmen

- b. **Appointment to Fill Board Vacancy**

Motion was made by Marilyn to appoint Drew Danowski for 2-year term to fill the vacancy left by the passing of Steve Arends and 2nd by Karleen. Motion passed.

- c. **Appointment to Fill Treasurer Position**

Motion was made by Marilyn to appoint Ray Lemmen as Treasurer Ex-Officio for a 1-year term to fill the vacancy left by the passing of Steve Arends and 2nd by Beth Z. Motion passed.

- d. **Appointment of Persons to Sign Checks**

Majority of checks written are for reimbursements. To be able to cover all different situations and to begin banking online, the motion was made by Marilyn Thompson to appoint 3 people: **Karleen Dimick, Ray Lemmen and Beth Schrader** to sign checks for the Williamston Area Senior Center. The motion was 2nd by Beth Zetterholm. Motion passed.

- e. **Scheduling Board Meeting Dates**

Now that the Board has become a Policy and Procedure Board it was recommended that the board meetings be held quarterly. The following dates were suggested.

September 13, 2022

December 13, 2022

March 14, 2023

Annual Meeting – May 16, 2023

Motion was made by Beth Z. to accept the board meeting dates as presented and 2nd by Karleen Motion passed.

- f. **Board Members Participating in Monthly Lunches and Volunteering**

With board meetings now set quarterly, Beth and Julie will continue to present the Director's Report and Treasurer's Report to the membership on the second Tuesdays of the month. Ann highly suggested that Board members attend those presentations and become active with the membership by volunteering their time.

- g. **Fiscal Year Review**

The cost of having a Fiscal Year Review done is very expensive. Ray Lemmen recommends that if the municipalities are satisfied by receiving our monthly Financial Reports, that we table the discussion regarding a Fiscal Year Review until another time. Julie and Ray will work together to file the IRS 1090 form that will need to be file by June 30th. Ray will be going over the WASC Financial Policy and Procedures and will present any recommendations at the next board meeting.

- h. **Discussion on Purchasing a Square**

Director Beth Schrader presented her recommendation to purchase a Square credit card reader for customers making purchases at (e.g., concession stand, fundraisers, large donations). Cost is

at the rate of 2.6% +.10¢ per transaction. There is no starting cost and system can start almost immediately. Initial use of the Square will be handled by Beth S. and Dawn Harris. A procedure will be created for usage.

Beth Z. made a motion to approve the purchase a Square for the purpose of handling payments made to the Williamston Area Senior Center and 2nd by Marilyn.

Motion passed.

VI. Public Comments:

Tina Mauer

Dawn Harris

VII. Adjournment

Meeting adjourned at 2:08 pm

Next Board Meeting is Tuesday, September 13, 2022

Submitted by

Marilyn Thompson

Secretary