

**Alexandria Senior Center  
Board Meeting  
January 12, 2022**

The meeting was called to order by President Shea. The Pledge of Allegiance was recited by all in attendance. Present were: D. Shea, C. Strong, C. Erickson, C. Barlage, S. Quitmeyer and T. Tebben, on the phone was D. Strand. Absent were C. Funkhouser, and D. Dilly. Guests were K. LeBrasseur, Don and Pauline Semerad and Shelli-Kae Foster. Shelli-Kae Foster introduced herself to the board, sharing her background, and all board members and guests did the same.

**Election of officers:**

President: D. Strand made a motion that D. Shea stay on as President, second by C. Strong, motion passed.

Vice President: D. Shea made a motion that S. Quitmeyer be Vice-President, second by C. Barlage, motion passed.

For the office of secretary, treasurer, and executive committee representative, D. Shea made a motion that they all stay the same, Toni Tebben as secretary, C. Strong as treasurer, and D. Strand the executive committee representative. Second by C. Erickson, motion passed.

**Secretary's Report:** The minutes were reviewed, C. Strong had a correction: she would pay the first half of the community education invoice (due 1/6/2022) **at the start date**. T. Tebben will make the correction. C. Barlage made the motion to approve the secretary's report with the one correction, second by T. Tebben, motion passed.

T. Tebben thanked D. Strand for taking the minutes in her absence, and asked if someone would be on stand-by for the minutes in February. T. Tebben will be coming home on Tuesday night from vacation, and with plane cancellations, she wanted to make sure something was lined up in case she doesn't get back in time. C. Erickson volunteered to take the minutes should T. Tebben not get back in time. Toni will send everything to Carol prior to the meeting.

**Treasurer's Report:** C. Strong gave the treasurer's report. Total cash on hand December 31, 2021 was \$198,480 with a net gross profit of \$19,542, operating expenses for the month were \$5,502 with depreciation of \$925.00. Net income for the month was \$13,115. Membership is at 620.

Highlights for the month were net revenues from the Cornercopia craft sale at Viking Plaza of \$4,000, the Holiday tables/Bake sake/silent auction of \$2,810, annual fund drive donations of \$8,275 and interest on CD's at \$3,815. Expenses were as expected. Net income increased significantly above the prior year, (Covid year), \$30,457. The two Certificates of Deposit were renewed at the current market rates.

Pauline and C. Strong discussed the great success and wonderful volunteers that helped with the craft sale at the mall. This was the largest fund raiser of the year, besides the annual drive. There was a lot of interest in the center and lots of people took brochures. The Cornercopia is low on inventory, so hopefully our members will get crafting. We will put out a call in the fall to get crafters working for next year's event.

After discussion, a motion to approve the treasurer's report was made by C. Barlage, second by T. Tebben, motion passed.

**Interim Director's report:** The deadline for December newsletter is January 20. After receiving bids from Insty Prints and Estenson's Printing, C. Strong recommended that we stay with Insty Prints as they did a good job on the December newsletter. We are saving money due to postal permit changes and we are fixing address errors on the front end now. D. Strand is doing a great job with the mailing lists.

Productive Alternatives is coming a third day each week to cover Monday, Wednesday and Friday weekly cleaning. The Senior Space kiosk has had few issues lately which is wonderful. AARP has two classes scheduled for February and both are almost full. The commercial kitchen is being rented out hourly to a group developing dishes and menus. There have been interest in when congregate dining will start again. T. Tebben will contact Kristie from NSI to see if she can attend the February meeting.

C. Strong feels that the annual fund drive needs to be a priority for the board. We have not met the goal of \$15,000, we are at \$12,000 now. There was discussion about the time of year that this happens. The finance committee should look at holding the drive perhaps in September. See the interim director report for more details.

#### **Old Business:**

**Community education project:** T. Tebben had called Lynn Jenc from community ed to let her know that we would not be paying the first half until we start the project. She explained that we would be waiting until in February when Shelli-Kae starts, stating that this would be good to have her involved. D. Strand mentioned that if there was anyone that wanted to see the resumes of the community education staff involved in this project, she would get them to you. You would just need to let her know. The group will continue to collect the items community ed is looking for.

#### **New Business:**

**Senior Space:** D. Strand gave an update on Senior Space, which was sold and now will become 'MySeniorCenter.' She asked who wanted to be involved in learning about and watching a demo about the new system. C. Strong, D. Strand, T. Tebben, C. Erickson, D. Shea and Shelli-Kae all stated they were interested. We will probably have the demo in mid-February.

#### **Items from the floor:**

The monthly CCOA meeting was held yesterday at the center with the speaker being Alissa Smith from WCMCA. She spoke about the programs available for fuel assistance, home modifications and many services they offer.

T. Tebben spoke about the orientation process for Shelli-Kae, discussed at the exec meeting, it includes:

- Meet with each board member
- Meet with C. Strong for orientation on daily procedures and financial data, location of Senior Center data files and history, tour and orientation of everything in our portion of the building.
- Meet with D. Strand for technology orientation, email, website, Senior Space, hardware, and Square.
- Meet with C. Erickson for orientation on information desk and meeting the volunteers.
- Meet with T. Tebben and marketing committee
- Read policies and procedure binder
- Read strategic plan
- Connect with Tara Bitzen with regard to the non-profit executive director group that meets.

D. Shea asked if anyone else wanted to go to the Chamber of Commerce open house being held on Thursday, noting that C. Strong and she are attending.

D. Strand spoke to the group about the local art guild. She proposed that the Lorsung Art Studio join the guild for an annual fee of \$40. Stating that it would be a great networking opportunity to find more instructors for the center. The board felt we should go ahead, D. Strand will forward membership information to the treasurer.

Kathryn LeBrasseur spoke about 'Age Friendly', and its history. We will have Kathryn speak about the center's history at a future meeting for the board and new director's benefit. Kathryn also spoke about an upcoming conference call she has with Men's Shed.

C. Strong mentioned that the quarterly HRA meeting was this afternoon, wanting to know if Shelli-Kae was able to attend. She also mentioned that Shelli-Kae was starting on February 1, but would be in the facility a few days before hand.

C. Strong mentioned that the 9am to 3:30pm hours seems to be working well.

K. LeBrasseur mentioned that we would be a collection site for a United Way drive to collect cleaning supplies for the month of February.

T. Tebben motioned to adjourn the meeting, C. Barlage seconded. D. Shea adjourned the meeting.

Next meeting is February 9 at 9:30.

Respectfully submitted,

Toni Tebben  
Secretary