

**Alexandria Senior Center
Board Meeting
December 8, 2021**

The meeting was called to order by President Shea. The Pledge of Allegiance was recited by all in attendance. Present were: D. Shea, M. Nitti, C. Strong, C. Erickson, C. Barlage, and D. Strand. Absent was B. Ritlinger, T. Tebben, and S. Quitmeyer. C. Funkhouser was a guest.

Secretary's Report: The minutes were reviewed with no corrections or additions, M. Nitti made the motion to approve the secretary's report, second by C. Barlage, motion passed.

Treasurer's Report: C. Strong gave the treasurer's report. Total cash on hand November 30, 2021 was \$184,284.30 with a net gross profit of \$9,703.49, operating expenses for the month were \$8,917.14 with depreciation of \$925.00. Net loss for the month was \$138.00. Membership is at 618.

Highlights for the month were revenue of \$2,000 support donation from the Township of Alexandria, Annual Fund Drive donations are starting to be received, the Holiday Swing and Holiday Tables events were held recently and ticket sales have brought in \$2,663 (all income and expenses for these two events have not been finalized yet). There was an annual insurance premium of \$5,632 paid in November. Two Certificates of Deposit are maturing in December. C. Strong will investigate the best rates for these Certificates and the possibility of combining them. There was discussion from the Board members on the benefits and disadvantages of combining or keeping the Certificates as two separate certificates.

After discussion, a motion to approve the treasurer's report was made by M. Nitti, second by C. Erickson, motion passed.

Interim Director's report: The deadline for December newsletter is December 20. Changes to the newsletter process changed after Insty Prints purchased Quality Printing. C. Strong will seek bids from Insty Prints and Estenson's Printing.

C. Strong has requested Productive Alternatives add a third day each week to our cleaning schedule to cover Monday, Wednesday and Friday weekly cleaning. The Senior Space kiosk continued to have issues during November. It was reported there are no current issues for the last two weeks prior to this meeting. AARP is not scheduling driver safety classes due to rise in COVID cases. Volunteers will be needed for the Cornorcopia store at Viking Mall during the week of December 11-18. See the interim director report for more details.

Executive committee report: D. Strand reported the committee's discussions on the status of hiring a Director which will be reported by the Hiring Committee at the next full Board of Directors meeting. The Community Education Program Review Contract has been received along with the first half of the invoice for this service. Carol S. mentioned during this committee report, that she will pay the first half of the invoice (due 1/6/2022) at the start date. The Committee reviewed the list of documentation Community Ed was interested in receiving. Lynn Jenc has said if we have the documents and can share them, great. If we do not have any of the specific documents, do not worry and do not create them. After review, the Committee identified responsible members to gather it by the end of December. Most all of the documentation is available. The Committee discussed the experiences with the kiosk for Senior Space. They identified several steps in resolving the issues as well as moving the kiosk. The Annual Appeal letter has been created and would be sent soon.

Old Business:

Hiring committee: D. Shea provided a review of the three Director candidates interviewed November 30 and recommended one candidate to the Board of Directors. After discussion, which included the recommendation of changing the job responsibilities to include the Title: Executive Director and Employee Classification: Exempt. M.

Nitti made a motion to offer Shelley-Kay Sonstegard Foster the position of Executive Director, with employment classification of Exempt with the starting salary of \$50,000 beginning part-time in January and full-time starting February 1, 2022. C. Strong seconded the motion, and it was unanimously passed.

Holiday Tables: D. Shea reported there were 20 tables of guests at the event and, with volunteers, we had over 175 people attending the December 4. The event committee met this past week to document their review and overall, this continues to be a popular event. D. Shea shared their committee feedback and ways they will improve for future Holiday Tables. Income and expenses have not been finalized at this time.

Holiday Swing: D. Shea reported on the event. A very well done event! Wencis will ask for a grant to fund future Holiday Swing events so tickets can be lower and more people in the seats. Income and expenses have not been finalized at this time.

Annual Appeal fund drive: Letters were sent and donations are starting to be received. D. Strand has created mailing labels for members whose memberships have expired in 2021 and have not renewed yet. Annual Appeal letters and a note that we miss these members will be sent out to them soon.

No New Business:

Items from the floor:

The Board thanks M. Nitti for her work on the Board of Directors! She has provided many hours of volunteering on financial data entry as well as research and development of policies and procedures. Thank you!!!

C. Funkhouser inquired when congregate dining will start. C. Strong reported that we continue to inquire with NSI about this as well. In the meantime, if members wish to eat at the Center, they should order a meal ahead of the date they plan to be in the center, it will be packaged like the meals that are delivered, and the member(s) can then eat the meal at the Center.

M. Nitti motioned to adjourn the meeting, C. Erickson seconded. D. Shea adjourned the meeting.

Next meeting is January 12 at 9:30.

Respectfully submitted,

Denise Strand
Secretary
Acting Secretary (in Toni Tebben's absence)