

**Alexandria Senior Center  
Board Meeting  
December 21, 2022**

This is a rescheduled meeting from December 14<sup>th</sup>, the meeting was called to order by President D. Shea. The Pledge of Allegiance was recited by all in attendance. Present were D. Strand, S. Quitmeyer, D. Shea, and T. Tebben, M. Nitti attended via phone and guests were Shelli-Kae Foster, and T. Snell. Absent were D. Dilly, C. Barlage, and C. Strong.

**Secretary's Report:** The minutes were reviewed. M. Nitti made the motion to approve the November minutes as written, second by S. Quitmeyer, motion passed.

**Treasurer's Report:** D. Shea reviewed the treasurer's report in C. Strong's absence. Total cash on hand November, 2022 was \$195,107 with a net gross profit of \$18,829 operating expenses for the month were \$14,157 with depreciation of \$850.00. Net income for the month was \$3,823.

Revenue received was from the annual appeal letters in the amount of \$9,500 as of November 30, with money still being received. Expenses were all normal for the month and included annual insurance premium of \$6,420.

We discussed an endowment CD which would be at Bremer. D. Strand made a motion to move \$30,000 from Bremer savings account with an interest rate of .8%, to a CD at Bremer/Raymond James investments with a rate of 4%, and to have the president and treasurer as the signatories on the account second by M. Nitti, motion passed. T. Tebben reminded the group that we need to check signature cards at the banks to make sure they are current when new officers are in place.

**Executive Director's report:** Shelli-Kae went over her report. The deadline for the December newsletter was the 15<sup>th</sup>. The Roger Lee, who was performing for the Christmas Party on the 22<sup>nd</sup> has cancelled, people will be notified that had signed up. Shelli-Kae will get it on the radio. There are new programs starting in January, and a new yoga instructor. The balance clinic with RehabAuthority was well received. Tech time also went well. There are usually about 20 people at the birthday party, and most are there for the bingo. We currently have 621 members, with many renewals in January. Shelli-Kae noted that they have run out of the postcard that is sent out to remind members of their renewals. She will work on getting new ones ordered, and we reminded her that she should keep a master file of all the forms and printed products we currently use. 4,000 shoes were collected for Shoes for Soles in the area. D. Strand noted that we currently have 295 members that have shared their emails.

Shelli-Kae stated that John Mattson would be willing to host the Sunday Music beginning next year. She has arranged music for the first 6 months of the year, and it will be once a month. It was noted that it is not consistently the same Sunday, so marketing will be key. It was brought up that we don't even break even and perhaps we should look at ways to fund this event, as this does follow our mission. D. Shea stated that we did receive money from DATA Trails and perhaps they would support Sunday music again. D. Strand stated that she could get the info to Shelli-Kae for the contact person, and D. Shea stated she would call her contact.

Sumac is set for the floor cleaning, a crew is set up to remove everything from the vinyl floors and a transition tech is set up to put it all back. Kevin will begin work on the new wall in the meeting room and AlexTronics is set to remove the AV equipment. D. Strand mentioned that perhaps they have a used rack that could be used. She will remove the kiosk in the late afternoon of the 29<sup>th</sup>.

Shelli-Kae mentioned that the final task force meeting was this morning. There once again were lots of good ideas and comments on how to proceed. The Memorandum of Understanding is still being worked on. She mentioned the meeting on January 24<sup>th</sup> with the city, county and townships, and the presentation that will be given asking to be placed in the 2024 budget for each of the entities. Tina Snell asked about the size of the proposed center, and

asked about a commercial kitchen. We were reminded not to cut back to small on the square footage, or we will be in the same boat again.

There was discussion about the new city supported grant that is available for non-profits. The deadline for the letter of intent is January 6. The board had several suggestions for what to include in this grant: music, new laptop for Shelli-Kae, tables and chairs, and additional staff. See Shelli-Kae's report for additional information.

**Executive Committee Report:** D. Strand reviewed the last exec meeting. The strategic plan timelines are all on the plan and will be reviewed at the next board meeting. We discussed the Memorandum of Understanding, floor maintenance, the holiday schedule, and the Light up Alexandria parade. D. Strand mentioned volunteer hours and the hourly value placed on their time. In 2021 MN non-profit volunteer hours had a value of \$32.33. We currently have 150 volunteers in our database with mySeniorCenter. She is working on getting the 'areas to volunteer' condensed. T. Tebben shared the 'goals of the executive committee' and it was decided that it is still relevant and nothing needed to change. T. Tebben will make sure the new member at large gets the goals.

#### **Old Business:**

**Strategic plan review:** This was tabled until the January meeting. All will be asked to come prepared with their questions, with the hope of approving it at that time.

**Holiday Tables recap:** D. Shea stated that everything is not paid yet, but that feel they cleared over \$3,000.

**Viking Plaza craft sale:** C. Strong was not in attendance, but is sounded like things went very well and they sold a lot of merchandise out of the Cornercopia.

#### **New Business:**

**HR policies:** M. Nitti stated that the Human Resource policies need to be reviewed. T. Tebben and M. Nitti will ask K. Eastlund to join them as they review them on Monday, January 9<sup>th</sup> at 1pm. M. Nitti also mentioned that she felt that we should have information on all the responsibilities for the board positions prior to elections in January. M. Nitti and D. Shea will work on this and will meet on Monday, January 9<sup>th</sup> at 10am.

**Volunteer coordinator:** M. Nitti stated that there are new members that noted they would be willing to volunteer, and no one has contacted them to do so or to find out what they would be willing to do. We could perhaps find someone that would be willing to contact them and find this out. We will table this until the January meeting, perhaps the person could be called 'volunteer contact.'

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

D. Strand thanked everyone on the board for their commitment to the center. The board thanked Denise for all her direction as the executive committee chair and assistance with technology. She stated that she will still be around and willing to help with some projects.

Meeting adjourned after T. Tebben made a motion, seconded by S. Quitmeyer, motion passed.

Next meeting is January 11 at 9:30.

Respectfully submitted,

Toni Tebben  
Secretary