



Senior Resource Center for Douglas County, Inc., Board Meeting Minutes – March 28, 2017

Location: SRC @ Peaslee Technical Training Center

Present: Judy Bellome, Hank Booth, Kay Brada, Kelly Calvert, Ernesto Hodison, Doni Mooberry, Dr. Ellen Paulsen, Janet Prestoy, Steve Tesdahl, Dr. Maren Turner, Dr. Marvel Williamson, Dr. Judy Wright

Not Attending: Dr. Dennis Domer

Judy Wright called the meeting to order at 4:30 p.m.

Judy W. asked the board to review the February 2017 annual meeting and regular board meeting minutes. Kay made a motion to accept the minutes, Judy B. seconded, and the motion carried.

Marvel commented on several recent items not included in her Executive Director's report. She has received a verbal acceptance for a candidate to serve as Barb's replacement. Start date will be April 17. Two Wheels drivers are currently out due to sickness. An additional driver has been hired. Jerry found a buyer for the "Mulally Trolley" van for a purchase price of \$10,000 with pick-up tomorrow or Saturday. CHAMPSS is expected to start again at a new location in Baldwin City soon. Three events are planned in the next month: Volunteer Appreciation Breakfast on April 22, Senior Summit on April 27, and an employee/Board outing to a KU softball game on April 28. The agency is making progress on cleaning up the records for Senior Wheels and Senior Meals to ensure reconciliation with monthly submissions to funding sources. Marvel received a request to hold an organizational meeting for LGBT seniors on April 24. After discussion amongst the board, all indicated support for this activity. Marvel continued her report saying she would like to use the summer months to catch up on infrastructure items versus starting many new programs. Examples of items to be addressed include the policy and procedures manual and cleaning up more of the agency's electronic records. Marvel concluded her report with a demonstration of the www.YourSRC.org website, highlighting various content and features, including a shopping cart. Janet suggested adding a donations welcome note on the website. Judy W. suggested adding similar wording to the signage at the office.

Doni reviewed the monthly Profit & Loss and Statement of Financial Position, commenting on P&L line items: 5100 (JAAA delayed payments), 5200 (City/County Funding – accruing 1/12 each month), and 7720 (includes some late utility bills for 2015). Financial Position notes: the February 16 balance was overstated and is not a real discrepancy, and January 16 showed an incorrect Accounts Receivable balance of \$300,000. The bookkeeping transition from Jerry to Claudia Kressig is in process. Hank made a motion to receive the Treasurer's report, Kay seconded, and the motion carried.



Kelly reported for the HR Committee on the proposed move from a separate vacation and sick leave policies to the proposed Paid Time Off (PTO) policy. She indicated that attorney Kathy Perkins has reviewed the policy. Marvel noted the PTO medical donation policy is not really new as there is currently a sick leave donation policy. Marvel indicated the proposed policy would be retroactive to January 1, 2017. Judy B. made a motion to approve the new PTO policy, Ellen seconded, and the motion carried.

Judy B. reported for the Marketing and Development Committee. The committee has accepted the Marketing Plan for 2017. The partnership plan has been completed in time for the upcoming Senior Summit. A copy will be distributed to the board. There was mention of the potential for coming up with a tagline for this event and the need for Marvel to develop a short, compelling description paragraph for SRC.

Senior stories editing is requiring considerably more effort and IT support than expected. In addition, the schedule for the library sound studio is booked until May. After some questions about the viability of the current approach, Janet indicated it may be time to reevaluate the approach.

The committee has not identified any fund raising events for 2017 but may look at doing something next year in conjunction with the move back to remodeled building. There was also an idea floated of doing something to recognize a senior of the month. Judy W. referenced a draft document of fundraising ideas and action plans. She encouraged all board members to make a gift to the agency, regardless of amount, and stressed the importance of 100% participation to signal board member support. Maren asked if there were guidelines on a recommended amount. After a lengthy discussion, and due to several board members leaving early, the topic was deferred to a future meeting.

Judy W. provided an update on the new Lawrence resident who had expressed potential interest in joining the board. Judy plans to meet with her on April 3. That prompted discussion of the LMH candidate that Ernesto had approached. Although she declined, Judy B. suggested another LMH employee as a good prospect. Since Hank knows her, he will contact her and gauge interest. It was also mentioned that LMH is in the process of selecting a new fund development leader.

Ellen reported for the Governance Committee. She has not been able to locate the board skills grid that was discussed at the last meeting but will keep looking. Others are encouraged to check their files and see if they may have a copy.

Judy W. adjourned the meeting at 6:03 p.m.

Respectively submitted,
Steve Tesdahl