

1. Welcome and Introductions

The meeting was called to order at 1:03 pm by Jenny Ohren (president) at the Silverton Elk's Lodge, at 300 High Street in Silverton.

The board members present were Jenny Ohren, Connie Barkley, Dee Martin, Terry Brandon, Bernice Hodge, Dian Forster, Jim Wilson, and Joanne Pfau. Representing the Senior Center were Simone Stewart (executive director), Larry Ferguson (bookkeeper), and Carrie Brandon (volunteer coordinator).

The guests present Andy Ulvan, Kay Strobel, Diane Stone, Jan Holowati, Rose Hope, Cierra Mingo, and Leena Wingo (from Davenport Place).

2) Public comments

There were no comments from the public.

3) APPROVAL OF MEETING MINUTES

Terry Brandon moved to approve the minutes from Feb. 28, 2024 as written. Dee Martin seconded the motion. The motion passed.

4) Approval of financial report Terry Brandon

Please see the attached financial report.

We need to adjust the current budget to reflect changes caused by the temporary closure of the senior center. Terry Brandon wants to wait until next month to make these adjustments. Dian Forster moved to accept the financial report. Jim Wilson seconded the motion. The motion passed.

5) Discussion and approval of the changes to policy and procedures document

Joanne Pfau presented four proposed policy changes based on previous decisions and discussions of board meetings.

A) This would replace #3 under Election Policies and Procedures.

"Once the deadline for applicants is reached, the ballots, voting instructions and eligible voting membership list are generated. Voting can be done by paper ballots or by electronic ballots. If electronic ballots are used, there will be paper ballots available at the executive director's office."

Terry Brandon moved and Jim Wilson seconded a motion to approve this policy. The motion passed.

B) This policy would be inserted below Policies and before Exercise and Fitness Classes.

"There shall be a standard contract between the Silverton Area Seniors, Inc (SASI) and all its vendors/instructors. It shall state the time frame, terms, conditions, and cost of all work done. Payments will be made within 15 days of the Senior Center receiving an invoice from the vendor.

At the time of signing the contract, all vendors/instructors must complete a W-9 form. Each vendor/instructor will receive a 1099 form during January of each year for tax purposes if required."

Terry Brandon moved and Jim Wilson seconded a motion to approve this policy. The motion passed.

C) PROPOSED POLICY: Recipients must sign a release of liability form when they receive a wheelchair or other medical device from the Silverton Area Seniors, Inc. This policy applies whether the medical device is a loan or a gift.

This policy was tabled because we are not collecting or giving any medical devices now that the Center is closed. There may be changes to this practice once the Center re-opens.

D) This would be inserted under Signatures of File.

" All checks over \$250 that are written on any of the financial accounts of the Silverton Area Seniors, Inc shall have two signers."

Terry Brandon moved and Jim Wilson seconded a motion to approve this policy. The motion passed.

6) Committee reports

(a) finance

Terry Brandon and Larry Ferguson suggested that we do more investing with Edward Jones to get a better rate of return. They feel it is better to spread out the investments. They would like to transfer between \$30,000 to \$50,000 to Edward Jones. Dian Forster moved to allow this transfer of funds. Bernice Hodge seconded. This motion passed.

Willamette Valley Bank is offering 3% on the balance in checking accounts of non-profit organizations. Dee Martin moved that we transfer funds into our checking account with Willamette Valley Bank. Dian Forster seconded. This motion passed.

(b) safety

Rose Hope presented the Safety Report. Please see the attached report.

(c) membership

Simone Stewart reported that we got two new members from the exercise class and four new members from the line dancing class.

(d) fundraising

Simone Stewart discussed upcoming fundraising events. See your emails for updates and details.

7) Executive Director report Simone Stewart

A) A RESOLUTION OF THE SILVERTON CITY COUNCIL TO TRANSFER FUNDS DUE TO UNFORESEEN EXPENDITURES TO INCREASE APPROPRIATIONS FOR FACILITIES MAINTENANCE.

The city has agreed to transfer \$300,000 from their General Fund Contingency due to the unforeseen expenditures from the damages to senior center. See handout in packet.

Also, we now have a new contract with the City of Silverton for the continued use of the Senior Center. The city has now agreed to mow the lawn, but we are responsible for the rest of the landscaping.

B) Updates for the rental agreements

Terry Brandon will update the rental agreement.

Simone Stewart explained the upcoming activities. See your emails for updates. The annual meeting will be April 5 at noon at the Silvertowne Commons. It will be a potluck.

9) Should we change the second meeting in the month to a work session?

Dian Forster moved that we move to having one meeting a month with the possibility of a second meeting or work session if necessary. Terry Brandon seconded. This motion passed.

10) Closing comments and adjourn the meeting

The meeting was adjourned at 2:02 pm by President Jenny Ohren.

The next meeting will be Wednesday, April 10, 2024 at 1 pm at the Silverton Elk's Lodge, at 300 High Street in Silverton. This meeting is open to the public.

Executive session after the meeting today

Respectfully submitted,
Joanne Pfau, secretary