

# Kelso Senior Center

## Board Meeting

November 14, 2013

The November 14, 2013, Board meeting was called to order at 9:05 AM by President Kay Koski.

### Attendance:

Rich Carle, Kay Goodrich, Larry Herold, Kathleen Johnson, Kay Koski, Christie Maher, Sharon Nordmark, Roy Painter, Marjorie Pitcher, John Poole, Vic Roberts, and Sandy Sims.

Absent: Ann Piland. Others present: Gerald Malella, Guy Tow.

### Minutes:

The minutes of the October 10<sup>th</sup>, 2013 meeting were approved as submitted.

### Finance Report:

The Treasurer distributed a year-end report and Income/Expense Statement for October 2013. The report shows income exceeded expenses by \$274.15 with a month-end checking account total of \$4828.23 and a balance of \$20,733.75 for all accounts. The Statement has been revised to show credit/debit card transactions, and it was noted that these transactions cost the KSC about 2.75% charged by The Square. It was moved by Sandy Sims, seconded by Larry Herold, and carried to accept the Square charges as a cost of service to our patrons .

We have been notified by the IRS that the Association has been classified as a 501(c)3 organization.

It was moved by Vic Roberts, seconded by Marjorie Pitcher, and carried to accept the Finance Report.

### Committee Reports:

Acquisitions - a microphone was purchased, and Vic Roberts showed how to use the PA system. Don Maher will be asked to fabricate a mic holder, and we will see if a hands-free mic is available.

A wireless projector was also purchased but needs to be set up and its use demonstrated to all. It will be offered to the public at no charge but at their risk in case of damage.

Activities/Events - the Halloween Party was a success, and an offer of a free turkey has increased attendance at Bingo. Note: the line dancers are no longer meeting here, and Bunco is also canceled. The Holiday Bazaar is this Saturday; need to get the tables placed starting 2 PM on Friday.

Custodial - a proposal was received from Ann Nichols to clean the rest rooms twice a week and mop the kitchen floor once per month for \$30 a week. It was moved by Rich Carle, seconded by Christie Maher and carried to accept the terms with the proviso of mopping twice a month instead of once.

Facilities - A cover is being built over the bingo table. A discussion ensued about the proper position of the table, moving the electrical outlet, and modifying the stage to make it more usable. The committee will get together to work out the details.

Kitchen - Kay Koski will work Mondays and Tuesdays through June 2014 after which she intends to travel a lot; she will try to establish a kitchen team to assume responsibility after that.

Bylaws - There seems to be no formal copy of the bylaws approved at the General Membership Meeting last December. The web site has an obsolete version posted. Rich Carle prepared a clean copy and asked for it to be approved. It was noted that Article XI, Section 1, concerning At-Large terms was incorrect. A motion by Vic Roberts was seconded by Kay Goodrich and approved to change that Section to reflect that all terms are two years - four At-Large Directors to be installed in odd years and five in even years. It was then moved by Marjorie Pitcher, seconded by Vic Roberts to accept the bylaws as amended. These will be presented at the General Membership meeting in December for final approval.

**Old Business:**

Nominations update - changes from last month's notes: President - Roy Painter; Vice President (fill remaining term) - Vic Roberts; Secretary - Rich Carle; Directors At-Large - Rita Fontaine, Kay Koski, Christie Maher, Marjorie Pitcher, John Poole, Guy Tow.

**New Business:**

Development of Budget Committee - The President appointed Guy Tow (chair), Vic Roberts, Larry Herold, and Roy Painter to the Budget Committee. They plan to meet with Treasurer Kathleen Johnson on Wednesday afternoon, November 20, to develop a 2014 budget.

Coverage for November and December bookings - the following assignments were made:

Saturday, Nov. 16, from 6 - 10 PM - Gold Wing motorcycle party; R.Carle/M.Pitcher

Saturday, Nov. 23, 1:30 PM - Private party; John Poole

Saturday, Dec. 21 - Private party; Sharon Nordmark

Sunday, Dec 22 - Private party; Larry Herold

Note - there will be no round dance on 12/22; moved to 12/29

Closure - The KSC will be closed from Monday, 12/23, to Wednesday, 1/1/14 and will reopen on Thursday 1/2/2013. Some organized activities such as bridge and dancing will take place as usual.

Media coverage - incorrect information concerning KSC events continues to be published by the Longview Daily News. Kathleen Johnson will go to their offices and attempt to fix the problem.

**Around the Table:**

Sharon Nordmark asked and was granted to retain her key so she could continue to do the kitchen shopping after retiring from the Board. The MOU with the City of Kelso still needs to be modified to allow non-board members to have keys to the facility.

Vic Roberts - an outside light mounted on the building needs 220V that is not available upstairs. He proposed instead we authorize \$14 per month to the PUD to furnish a pole-mounted light that would provide better coverage anyway. A motion to this effect was made by Kathleen Johnson, seconded by Sharon Nordmark, and carried.

Larry Herold pointed out again that the main hall NW door deadbolt needs to be unlocked while building is in use, then relocked after use.

Larry also would like to bring in a file cabinet to replace a table in the library and relocate the pinochle supplies into it. The Board agreed.

Gerald Malella - Evergreen Vending can furnish and stock a candy machine with 10% of receipts going to the Association. No action was taken.

Sandy Sims - A Christmas tree will be put up on Wed. 12/4; come help add decorations at 4 pm.

Sharon Nordmark - the coat hangers above the piano are difficult to reach. Gerald Malella offered to install additional hangers in the rest room corridor.

**Adjournment:**

Meeting was adjourned at 11:00 AM

Next meeting: December 12, 2013 9:00 AM

**Note: General Membership meeting to follow with the annual elections**

Respectfully submitted,

**RichCarle**

Rich Carle, Secretary