

Alexandria Senior Center Board Meeting
May 13, 2020 via ZOOM

The meeting was called to order by President Semerad. The Pledge of Allegiance was recited by all. At this point President Semerad turned the meeting over to Vice President Shea to chair the meeting due to a health concern. Members present were: D. Strand, D. Semerad, V. Frisch, C. Erickson, D. Shea, M. Nitti, T. Tebben, and J. Bjerknes. Absent was J. Morse. Guest was N. Haggenmiller.

Secretary's Report: The minutes for the March 11th board meeting, March 16 and 23rd special meetings, were reviewed, with a motion to approve made by V. Frisch, with a second by C. Erickson, motion passed. At the April meeting M. Nitti had made a motion to not rehire Bernice Wimmer, second by C. Erickson, motion passed. This was omitted from the minutes and would be added. Motion to approve with addition was made by M. Nitti and second by D. Shea, motion passed.

T. Tebben let the group know that Bernice had not gotten ahold of her and she had followed up with a phone call. There was discussion about keys, credit card, and personal belongings. (Right after the meeting T. Tebben did receive a call and did meet Bernice at the center. She did get the keys, credit card, and Bernice took her personal belongings.) Discussion followed about key holders and possibility of changing the locks. Nancy is waiting for a quote at this point. T. Tebben stated that there are some Thrivent cards that need to be followed up on, as the events have not happened, and the cards are only good for 120 days. There was a concern about special meetings and if we have to post it for the membership. We are unsure and will check into it.

Treasurer's Report: M. Nitti presented the March and April reports. The March report showed interest income of \$3060 from CD's with a net loss after depreciation of \$3726. A motion to approve the March treasurer's report was made by T. Tebben, second by V. Frisch, motion passed.

The April report showed the income from the Small Business Disaster payment of \$2000. T. Tebben made a motion to approve the April report, correcting the spelling of Bremer in the cash in checking account, second by D. Strand, motion passed. The 990 has been accepted.

Director's Report: Nancy is applying for funds from the Alexandria Area Community funds for operating expenses. The payroll protection plan also has money available thru Bell Bank. This would be \$8000 which would need to be used in 8 weeks with 25% going towards utilities and 75% for payroll. M. Nitti made a motion to apply, D. Strand second, motion passed.

Letters will be going out on June 1st to the City of Alexandria, Alexandria Township and LaGrand Township asking for their continued support. May 26th Nancy will be attending a budget meeting at the city of Alexandria to ask for funding for the next year. If anyone would like to attend with her, let her know.

Nancy asked the group about doing a newsletter, even though we don't have a lot to go in it. There was concern about the cost. We discussed doing a one page or perhaps a post card. Nancy will check on the costs. After discussion we decided this would also be a great time to update our membership lists with address, phone and emails. Denise and Nancy will also come up with a survey that we can do at the same time. Each board member could take a portion of the list and make the calls, updating and doing the survey at the same time.

We talked about what she is seeing from other centers. None are reopening soon, as many are city run. We could ask the city for direction when it comes to reopening. Nancy has been working on the key holder policy and reopening policy/protocols. She will email both of them to the board for review. T. Tebben stated that she received an email this morning outlining a plan made by a local business, which they had shared with their members. T. Tebben will forward it to Nancy just to see what they had done, in case we need to do something like this for our members later. Nancy has also ordered hand sanitizer and stands for the center. D. Strand commented this would be also a good time to organize files on the computers.

Old Business:

Technology update-J. Morse had arranged for upgraded internet service along with new telephone lines from Spectrum, and this should happen on May 29th. When this is done we will need to let vendors and members know of the change of email address.

D. Strand would like to meet with Nancy and get the Google Business for Non-profits ready to go and set up a marketing and a treasurer email group.

Marketing update: T. Tebben, Nancy and D. Strand told the group that they had listened to the 3 presentations from the marketing students at ATCC via ZOOM. The students gave plans with ideas and were willing to share their information with us. They talked about postcards, social media, telling stories, making things intergenerational and doing surveys, not mailed but face to face when members are attending classes. T. Tebben would like to see us do a 'Welcome to the Center' postcard that is sent to new members showing our phone and contact info as a welcome. When possible we will have a marketing meeting to discuss some of our ideas.

New Business:

M. Nitti spoke to Donna Jenson, CPA about costs to do the 990, update/streamline the chart of accounts, and review month ends and do year end reporting. The group discussed that it definitely would make sense to get the chart of accounts updated, and have her assistance with the 990. We will see if Carol Strong is willing to look at month end income and expense statements, as well as balance sheets for anything that stands out. These would be paper reports. No one other than M. Nitti and Nancy should have access to quick books. We need to look at data entry as we move forward as well.

C. Erickson suggested that Nancy begin work on updating her job description since she has more duties, including much of Bernice's responsibilities. We should be also thinking about what things we can do when the center is closed. Some suggestions were cleaning cupboards, file cabinets, moving out of the green room and perhaps moving Nancy. M. Nitti and Nancy will look and decide how they would like to proceed. C. Erickson stated that she will meet with Nancy to start revamping the front desk responsibilities. She welcomes ideas from all.

V. Frisch shared a suggestion from a member asking us to think about a 'Mini-fair' sometime late summer, perhaps in the parking lot. We could demonstrate making lefse, selling items from the Cornercopia, and letting people know what we have to offer. While everyone liked the idea, who knows what will happen with Covid-19, there is no electricity in parking lot and what about all the residents cars in the lot. We will see as time progresses. We also have the Meatball supper, rummage sale, and

Celebrate Spring luncheon to reschedule when we can. We asked V. Frisch to thank the person for the idea.

T. Tebben made a motion to adjourn, second by M. Nitti, motion passed.

Respectfully Submitted,

Toni Tebben
Secretary