

Alexandria Senior Center Board Meeting  
January 8, 2020

The meeting was called to order by President Semerad. The Pledge of Allegiance was recited by all. Present were D. Semerad, H. Glade, D. Lorsung, V. Frisch, J. Bjerknes, D. Shea, T. Tebben, J. Berger, J. Morse, C. Erickson. Guests included, Carol Strong, Kathryn LeBrasseur, Nancy Haggenmiller, Clarence and Gertie Wolf. Absent were Mary Nitti and Denise Strand.

The first order of business was election of officers for the 2020 year.

Re-elected President was Don Semerad.

Re-elected Vice-President was Deb Shea.

Re-elected Secretary was Toni Tebben.

Re-elected Treasurer was Mary Nitti.

Re-elected as Chair of the Executive committee was Vi Frisch.

All nominees received unanimous votes. All were thanked for accepting their offices again.

Secretary's report: The minutes from the previous meeting were reviewed. D. Shea made a motion to accept the minutes, second by J. Berger, motion passed.

Treasurer's report: In M. Nitti's absence the treasurer's report was given by Carol Strong. Total cash was \$161,260.41. Gross profit for the year before operating expenses was \$115,671 outpacing prior year by \$12,647. Operating expense for the year totaled \$95,808 exceeding prior year by \$20,193. Net ordinary income for the year was \$19,863 and net loss after depreciation was \$5711. Memberships are at 833.

Highlights for 2019 included:

Grants were higher

Memberships were higher

Fund drive income versus fund drive expenses were favorable

Operating expense increases were due to:

Staffing costs

Repairs and maintenance were higher due to snow removal and equipment repairs

Insurance costs and office expenses also increased

Grants received in 2019 included:

Eagles Auxilliary

City of Alexandria

Alexandria Township

LaGrand Township

Lake Mary Township

T. Tebben made a motion to approve the treasurer report, second by D. Shea, motion passed.

Director's Report: Nancy gave her director's report as follows:

Asked about requesting no parking by St. Mary's teachers January thru April 15 on Tuesdays due to tax appointments. After discussion it was decided to see if St. Mary's could block off part of their north parking lot for tax appointments that was the teachers could still park where they are now, but there would be parking for tax appointments. If this is done, the front desk could remind people of where to park when the appointments are made. Nancy will contact the school.

Bernice is working to find people to get the annual audit done.

Letters will be going out to all Douglas County Townships asking for funding.

They are working to get ad renewals for the newsletter.

Bernice and Nancy are working on a directory of services, listing the contact person for each service or event. We could perhaps highlight certain programs in upcoming newsletters.

Juniper program was discussed. V. Frisch made a motion to move forward, second by D. Shea, motion passed. More info will become available as it is put into place.

The direct mail campaign has netted about \$13,800, which is close to last year.

Elder Network starts next week, it will be 4-6 people with their care-giver who will eat lunch here and be in the facility from 11-3 on Tuesdays.

We are in need of Birthday party servers, please see Nancy to sign up.

Executive Committee Report: V. Frisch reported that there was nothing new to report as the group had not met since the last board meeting. The group will meet on January 28, the fourth Tuesday, and decide if this will be our routine date for the upcoming year.

Guest Kathryn LeBrasseur spoke to the Swing and Sweets event held at the Andria Theatre. The group felt it was a success. Many felt low attendance was due to the closeness to Christmas. Those that did attend really enjoyed it. The net is about \$2100 which will benefit the music program. Sunday music and dances will continue until Memorial Day.

Guest Clarence Wolf spoke about the Oktoberfest. He has been speaking with Butch from Lake Country Meats and they feel it would be better to run the meal from 4-7pm. It was decided to change the time and hold it on a Thursday in 2020. Clarence asked that there be a new chair for the event, noting that he would definitely help.

D. Semerad passed out invitations to a pot luck get together at the Semerad home on January 21<sup>st</sup> at 5:30. This will be to get to know the new board and thank the retiring board members.

Old Business:

Consent Agenda: While previously discussing 'The Little Book of Boards' by Erik Hanberg, the topic of using a consent agenda came up. At that time it was decided we would discuss once we had new board members, thus the discussion today. We decided that we would leave the agenda as is. The group felt that if the Directors report could be written and emailed prior to the meeting this could help save time. We can review and discuss what needs to be discussed. The secretary, treasurer and director reports will be emailed prior to the meeting. The board can review and note what they would like to discuss.

Strategic Planning: T. Tebben noted that she had been in contact with Doug Tatge who had consented to facilitate. He will meet with some center members to get some history. We are looking at the end of February from 9-3 at an off-site location. T. Tebben stated she had contacted Glenwood State Bank and we could use one of their conference rooms at no charge. J. Bjerknes suggested we also try First Lutheran Church as they also let groups meet there. J. Morse asked if the new board members could get copies of what was accomplished last time it was done. T. Tebben will make sure that gets done.

Old Business:

Committee assignments: President Semerad addressed which committees we are each to serve on or would like to serve on. The assignments are as follows:

President shall be a member of the communication/marketing committee

Vice-President shall chair the facility committee and include the executive director and treasurer, as well as Carol Strong who is on the board with HRA

Secretary is a member of the communication/marketing committee, D. Strand has also consented to assist

Treasurer chairs the finance committee and is a member of the facility committee

Program committee will be chaired by the program director and will include C. Erickson

C. Erickson will take over sending thank you's and acknowledgments for donations since Helen has retired. J. Morse discussed the need to look forward with technology. The group totally agreed and hoped some of this would be addressed with strategic planning and the project with the Tech School. Moving forward we need to include technology in the facility committee, and this needs to be included in the bylaws.

Emergency action procedures: Nancy shared a flip chart that explained what to do in emergencies. The group felt one should be located in each meeting room with maps posted at the doors. Bernice will continue working on it and it would be shared at the upcoming HRA meeting, as well as discussing their emergency preparedness plans.

Payroll: Carol Strong and Nancy have met with two payroll services reviewing costs and services. After review they are recommending that we go with Donna Jensen, PA for our payroll needs. They would do bi weekly payroll, quarterly reporting and taxes, as well as annual reporting and W2's. We would still be responsible for the 990. J. Morse made a motion, second by T. Tebben to move forward, motion passed.

Items from the floor: President Semerad explained that he had spoken to Jerry Rapp, a county commissioner, about the old First Lutheran Church which the county now owned. He let Mr. Rapp know the Senior Center would possibly be interested in inclusion in some future plans as we all know the needs that we have. Carol Strong let the group know of some commitments the center already has with the county when it comes to the sale of the center. It was thought that perhaps the centers attorney, Mike Dolan could be included in the strategic planning to explain the structure of the building. This will be followed up on as dates get set for the session.

President Semerad also had a comment from a former board member that perhaps a board meeting highlight column be put in upcoming newsletters. We will see if this can be accomplished.

Carol Strong commented that M. Nitti will replace her on the HRA board representing the center.

Motion to adjourn by J. Morse, second by J. Bjerknes, motion passed.

Respectfully submitted,

Toni Tebben  
Secretary