

Alexandria Senior Center
Special Meeting via ZOOM
April 23, 2020

The meeting was called to order by President Semerad. Present were D. Strand, V. Frisch, T. Tebben, D. Shea, D. Semerad, M. Nitti, C. Erickson and J. Morse. Absent was J. Bjerknes.

Secretary Report: We decided to wait to approve the previous minutes due to time constraints. We will approve them at the May 13 meeting.

Treasurer's Report: M. Nitti explained that we received a Small Business Disaster loan for \$2000. This was applied for by Carol Strong and Nancy. Carol brought the information to us. There is also the ability to apply for the paycheck protection plan. M. Nitti and Nancy will look into it to see if we can do this. Carol Strong is now upset that the center has a loan, as the center has never had a loan before. We should be mindful when asking for extra help.

Old Business:

There was discussion as to whether or not to hire Nancy back as director. M. Nitti made a motion to hire Nancy Haggenmiller back as executive director effective May 4th at her regular salary and regular hours, knowing that she would be working from home most of the time. If she felt comfortable she could also go in the center, since there are no other employees there. The motion was seconded by D. Shea, motion passed. M. Nitti will call Nancy to let her know and share the work priorities with her. At the meeting we decided these should be the priorities:

- Look into Payroll Protection plan/apply if appropriate
- Policy for key holders-policy for giving and returning a key-who really needs
- Change codes on the two office doors and do not give to anyone that does not need it. Agreed that the board should know the code. Denise and Jeff were going to do and will let those that need to know the new code.
- Work with MN Association for Senior Services (MASS) to get protocols in place for re-opening.
- Begin work on updating the brochures, website, and work with technology team to move forward with new internet and phone lines.
- Continue to look for grant opportunities and consistent funding.
- Carol Erickson would be willing to work with front desk volunteers and coordinate training going forward.

At this point Bernice Wimmer is still laid off and we do not believe she will be asked to come back. D. Semerad stated that she fully understood this when they talked. M. Nitti made a motion to permanently let Bernice go, second by C. Erickson, motion passed. We should let know this for sure. Don will work with the secretary to send a letter to Bernice stating that she would not be re-hired.

Technology updates: D. Strand suggested that we look into Google Business for non-profits. She stated that it would be free and she would be willing to fill out the application. Noting that she will need additional information with regards to our non-profit status. She suggested setting up several different e-mails within the center, such as a marketing group for her and Toni to use when doing the marketing. D. Strand made a motion to move forward, second by M. Nitti, motion passed. We will need to notify all clients, members and vendors of new email addresses once we start.

J. Morse shared a quote from Spectrum showing the connection and set up costs, as well as future monthly costs. This could save the center money each month. Discussion included looking at getting two incoming lines into the center, as employees should not have to use their personal phones for center business. Also look at the cost of getting multi-line phones, if we do have two lines, or getting a new base with multiple handset if we keep just one

line. If we get two lines, consumers should not get busy signals, we should also look at call forwarding to voicemail when both lines are busy. D. Shea made a motion to move forward by June 1, C. Erickson second, motion passed.

Marketing proposals from ATCC: T. Tebben and D. Strand noted that we had such hopes for this project by three students in the marketing program. But because of the Covid-9 and no school, the students haven't been able to come to the center and have been working on the projects without much input from us. They will see the presentations on May 4th via ZOOM and share with the group at the next meeting. The group felt that Nancy could update the brochure and keep working on the website.

New Business: T. Tebben stated that she met the plumber at the center to change the water softener filters and to add salt to the water softener. She did not have a key so she let Janet know that she would be coming in the back door. When she arrived she was greeted by Marcia Gae who proceeded to go into the office and get Toni a key stating that she should have one. T. Tebben was shocked at how she just went into offices, dug in drawers and handed out keys having no authority to do it. T. Tebben wanted it noted that she does currently have a key. This brought on the discussion of key holders and who has keys, as well as a policy. When Toni was there, Janet Baker also expressed concern that key holders and others are stopping in to visit, she is trying to stay well herself and keep the center safe for Mary Kay and herself and the clients. D. Strand is willing to contact key holders and let them know that they are not to go into the center.

Plans for reopening the center: D. Semerad was concerned about our liability once the center reopens. D. Strand spoke to getting protocols in place. MASS (MN Association of Senior Services) would be a great resource as everyone is in the same boat. Will the volunteers be willing to come back or will it be a slow opening? Many questions were brought up. C. Erickson noted that she would be willing to work with Gwen or whoever to get the volunteers trained and feeling comfortable at the front desk.

D. Strand was wondering if there is a list of previous grants we have received and if so who would have this information. M. Nitti felt that Carol Strong probably would know.

V. Frisch asked if there was a need to have an Executive meeting. The consensus was not at this time. The only item currently is making sure the bylaws are updated to include the Technology Committee as a standing committee. She was also wondering about the meatball supper and the spring luncheon. The group felt that the meatball supper needs to happen as there were so many tickets sold, but a decision on the spring luncheon will happen later.

M. Nitti stated that she will be meeting with the CPA to go over the QuickBooks accounts to stream line them and make them make sense. The accounts made sense to Carol Strong, but not everyone else. This will help whoever is in the treasurer roll going forward.

The next meeting will be another ZOOM meeting that D. Strand will set up on May 13th at 9:30am.

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

Respectfully submitted,

Toni Tebben
Secretary

