

**Alexandria Senior Center Board Meeting
January 20, 2021**

The meeting was called to order by President Semerad. The Pledge of Allegiance was recited by all in attendance. Board members present were: D. Semerad, D. Strand, D. Shea, M. Nitti, C. Erickson, C. Strong, C. Barlage, S. Quitmeyer. Absent were T. Tebben and B. Ritlinger. Guest was Nancy Haggemiller.

Welcome to Carole Barlage and Scott Quitmeyer – new Board Members (each 3 year terms) as voted in by the Senior Center Members via mailed ballots.

Election of Officers: D. Semerad called for nominations for the following Board of Directors positions, which were all seconded, and unanimously elected by the Board of Directors:

President – D. Shea (nominated D. Semerad)
Vice President – M. Nitti (nominated by D. Shea)
Treasurer – C. Strong (nominated by M. Nitti)
Secretary – T. Tebben (nominated by C. Strong)
Member at Large – D. Strand (nominated D. Shea)

C. Barlage inquired what the Member at Large position duties are, D. Shea explained the position heads the Executive Committee agenda and meetings.

D. Semerad gave his thanks to the Board for all of their time and talents. D. Shea expressed appreciation for Don and Pauline Semerad for all they have done. D. Semerad passed the gavel to the new President D. Shea who led the rest of the meeting.

Secretary's Report: The minutes were reviewed and there were no corrections. C. Strong made a motion to approve, second by M. Nitti, motion passed.

Treasurer's report: M. Nitti gave her report. Total cash on hand at 12/31/2020 was \$169,330.38 and net income was \$4,940.68 for the year. She shared the statement of assets, liabilities and equity, and revenue and expenses. The \$9000.00 PPP loan that appears on the Income and Expense report will be submitted for loan forgiveness soon. Net gross profit will increase substantially in January due to annual fund drive donations. Operating expense in December was significantly lower due in part to very little snow removal charges and other reduction in utility usage, and other utility costs that are lower than normal because the Center is closed due to Covid. C. Strong reported the year end Treasurer Report by providing an overview of 2020 accounts. Highlights for the year included gross profit lower due to COVID shutdown (March to the end of the year), event income, memberships and room rentals were sharply lower; revenues from donations, local government support and grants were significantly higher allowing the Center to cover expenses for the year. Operating expenses were lower than expected as a result of staff layoffs and reduced activities. Assets of Building Improvements and Equipment increased due to replacing the water line, water heater and kitchen exhaust. These improvements are being depreciated and expensed over the life of the assets. Overall, a very good outcome for this tough year. C. Strong and M. Nitti met with the accountant and reported the financials are in good shape and ready to proceed on the 990. C. Erickson made a motion to approve the report, second by C. Barlage, motion passed.

Director's report: Nancy went over the highlights of her director report which was emailed to all prior to the meeting. Highlights were that much time was spent in early December on the annual appeal for donations, time on the Dec/Jan newsletter, Email blasts for the Cornercopia Mall Kiosk and Katy Swing Band production on KOOL TV that the Center sponsored, recording commentary and introductions on KOOL TV for the production, posting the link of this event on the website, membership renewal process, attended the Towne Square quarterly meeting. Nancy will now work on two new grants for the Center both due on January 29.

Newsletter deadline for February newsletter will be provided via email. The rest of the Board meeting provided additional input for the newsletter.

Executive Committee Report: There was not an Executive Committee meeting since the December 2, 2020 meeting.

Old Business:

Strategic Plan: Was suggested to be a topic for the February agenda, however, the Board decided to set a review of the Strategic Plan for until March.

Feedback on Holiday Sponsorship: D. Strand read an email from Kathryn LeBrassier providing many comments and will be included with these minutes. D. Shea said good feedback was written on board member election ballot postcards as well. Overall the comments were very good.

Cornercopia Kiosk Followup: C. Strong and D. and Pauline Semerad set up a Cornercopia Kiosk at the Mall in December. The Mall provided the table, skirting, and the space at no charge. A profit of \$1,100 was made. C. Strong said they would like to do this again. D. Strand also reported there is a Facebook group specifically for handmade items that we have received permission to post Cornercopia items on. C. Strong reported a Parkers Prairie quilting group is ending and they expressed interest in donating materials to the Center.

Executive Director work hours: M. Nitti proposed that Nancy's hours go back to fulltime. Nancy gave her thoughts as well. Discussion by the Board members on tasks she will be focusing on. C. Strong offered to help with grants. M. Nitti made a motion that the Executive Director be brought back to full time hours effective Monday, January 25, 2021 and that she will be at the Center during the hours the Center is open and can complete the remaining hours by working remotely, C. Strong seconded, the motion passed.

Center Reopen: The Board discussed that numbers of COVID cases are on the decline, the Governor's Executive Orders allow reopening of restaurants at specific percentage levels, schools are beginning to have students back in classes, the vaccine is beginning to become available. C. Erickson will follow up with volunteers for the information desk and will report back. Nancy brought up the topic of activities and besides the Billiards group, what activities could be held. D. Shea and C. Barlage offered to call Monday Bingo. We will start slowly bringing activities back starting February 15. We will plan to get activities into the February newsletter. M. Nitti made a motion to reopen the Center Monday, February 1, 2021 with the hours of 9:00 am to 3:00 pm Monday through Friday, seconded by D. Strand, motion passed.

New Business:

Set Board Meeting Schedule: The Board members all agreed to meet the second Wednesday of each month at 9:30 am. The next Board meeting will be February 10, 2021.

Set Executive Committee Meeting Schedule: The Executive Board members agreed to meet the last Wednesday of the month at 10:00 am. The next meeting is January 27, 2021, at which time they will complete Bank forms for check writing purposes.

Host “Wake Up Alexandria” with the Chamber of Commerce: The Board discussed hosting the Chamber of Commerce Wake Up Alexandria event “in person” and would like to identify a date in October, 2021 to do this. There was a discussion on how important it would be to have it in person so business members can see the Center and hear about the activities it provides to age 50+ members of Alexandria and the surrounding area.

Items from the Floor:

Audit Committee: C. Strong reported the 2019 financial records need auditing and 2020 as well. She is requesting a committee of Center members and/or non-Executive Board members be gathered to spend 2-3 hours to reconcile deposits and invoicing with bank statements per financial year. Ideally 4-5 people are desired for this committee, C. Erickson volunteered. C. Strong will continue to find members for this committee and they will perform the audit sometime in April, 2021.

Tax Services provided at the Center: C. Strong has been working with AARP in coordinating a process that could be used to provide assistance to people who receive rent credit but do not have investment income to prepare taxes. Joan Huseth will be the preparer, Dale Aaberg will be the reviewer, and both will work remotely. C. Strong has been provided all computer and other equipment by AARP to coordinate the scanning of paperwork, scheduling appointments, etc and will take all phone calls to the Center regarding the preparation of taxes. They will plan to assist about five people per week.

DCHRA offer response: C. Strong and Nancy attended the Towne Square quarterly meeting and C. Strong inquired about DCHRA’s response to the Center’s proposed sale of our portion of the building to DCHRA. The DCHRA board has not taken this offer up on their agenda yet. C. Strong explained the process used to arrive at our sale price after HRA said they felt the real estate value was less than our sales price. The Center’s appraisal documentation was shared with HRA. We are now waiting to hear back from DCHRA.

With no other items, a motion was made to adjourn by M. Nitti, second by C. Strong, motion passed.

Respectfully submitted,

Denise Strand
Acting Secretary (in Toni Tebben’s absence)