

**Redwood Coast Senior Center
Board of Directors Meeting, January 28, 2016**

Board Members Present: Claudia Boudreau, Robert Bushansky, Rick Banker, Zomala Abell

Staff Present: Charles Bush, Executive Director; Deborah Fulmor, Volunteer Coordinator; Janice Thomaidis, Finance Director.

Visitors: Grail Dawson, Lori Leaf, Scott Peterson, Malcolm Macdonald

Call to Order: Meeting was called to order at 1:42 p.m.

Approval of Agenda: Bushansky moved, Boudreau 2nd. Approved.

Approval of December Minutes: Bushansky moved, Abell 2nd. Approved.

Public Comments: Scott Peterson submitted grant proposal for Community Foundation to do an audit to adopt “Best practice governance” and “technical assistance,” the purpose being to increase RCSC’s eligibility to apply for additional grants. He met with the Community Foundation who states they care about RCSC. Mr. Peterson has done some investigation on RCSC and read his analysis of the research from his proposal.

Financial Report/Finance Committee

Boudreau: Commented on the high quality of the financial report this time around. Biggest notation on Pg. 5 non-grant income. In-kind = volunteer hours. Good report.

Executive Director Operations/Strategic Plan Report

Bush: General comment on P&L that we expect additional \$10k. It appears to be break even for the first time in a while.

ByLaws ready for a vote.

A bit behind with AAA due to Steve's absence on reporting on MOW and nutritional documents.

Organizational Mgmt: now on line with the new minimum wage requirements. More adjustments coming on other staff salaries. Fundraising was excellent in December and January. Christmas letter campaign was very successful. Dining room donations running low. \$2-3k down for the year. Attempting to educate clients on the actual costs of the meals. We can only encourage clients due to Fed. Regulations. Donation desk has moved to the outside of the dining room. Scorecard is back up and current. There have been a couple of individual donations by concerned clients to make up the deficit. Abell asks about length of time we retain records of the scan card and sign-in sheets. After a year absent a client will drop out. Donations are supposed to be confidential.

Operations:

Ridership on the bus is back up due to the free rides promo. New drivers from MTA. Dispatch going well. Need to cross-train for front desk.

Thrift Store perks along.

Data Mgmt. – Q data through AAA behind due to Steve's absence. (National social service organization database)

Physical Plant: Roof leaking in Janice's office. Potential donor to help with deferred maintenance.

Food Service. The staff volunteers repeatedly to put on extra dinners! Admin: monitoring on Feb 22.

Social Services: Senior Advocates program up and running. Monthly newspaper article set up with the Advocate/Beacon.

Senior Peer Counseling: Eldercare – met yesterday with Director and volunteers to shorten days. Lost one long-time member of the program.

Information/Discussion Items

Fundraising: two-night Cabaret Jan. 22/23 almost sold out and cleared nearly \$5k. Banker thinks perhaps it was the beginning of changing the perception of the building. Perhaps a quarterly event. February 6 Mexican dinner prior to the Symphony of the Redwoods concert.

Tax Prep: There will be two this year beginning Feb 12 through April 15. Had to re-do training agreements with United Way. Did 157 returns last year but we don't think we can keep up with that number this year.

Old Business

Bylaw Vote – one clause missing re: disposition of funds upon dissolution of the corporation. Bushansky moved, Abell 2nd. Approved.

New Business

Additional public comments: Peterson: CTRD – Cost to raise a dollar.

Macdonald attends many local non-profit board meetings. Raised issues of his concern in terms of how public can access information and how it can be found and when on line.

The meeting was adjourned at 2:45 pm.

The next meeting is Wednesday, Feb. 24, 2016

Respectfully submitted, Zo Abell, Secretary