

**Redwood Coast Senior Center  
November Board of Directors Meeting,  
Wednesday, January 31, 2018**

**Board Members Present:** Claudia Boudreau, Rick Banker, Zomala Abell, Michael Carroll, Paula McDonell

**Staff Present:** Charles Bush, Executive Director

**Call to Order:** Meeting was called to order at 10:40am

**Public Comments:** None

**Approval of Agenda:** Abell moved, Carroll second.

**Approval of November Minutes:** (no meeting in December 2017) Abell moved, Carroll second.

**Financial Report and Discussion:** Boudreau had checked in with Charles and explained small discrepancies. The Fund manager will come after the New Year. Carroll requests addition to Balance Sheet of a column that compares last year to this. Board reviewed Balance Sheet and approved it.

**Operations Report:** Food Services going fine with staff adjustments. Kitchen floor repair should really happen this summer, but there is no pressure from the Health Dept. Meals on Wheels census continues to climb. The donor for Meals on Wheels received her report. More discussion about what elements are actually needed to increase dining hall census.

Transportation is fine also. The MTA hiring policy is benign. The MTA Board says they expect the contract to remain as in the past. There was discussion about advertising on the buses and what type of advertising and creating a rate sheet for advertisers.

The Thrift Store is now completely volunteer staffed and managed. Discussion about whether to accept consignments. A bit more info re the money will be the deciding factor but all the volunteers prefer no consignments.

Technology is actually transforming in wonderful ways. Stuart has not only improved IT, he will train and retrain all staff as we progress to upgrading computers and coordinating systems. KZYX studio is up and running.

In relation to staff and management: timelines, job descriptions, and creation of an operation manual. Emphasis was placed on all information being in digital format as well as in notebooks. The desire is that material is more easily accessible than it is now and that it is easier to make changes when appropriate. Discussion of timeline for changes and definition of management and director positions.

**New Business**

Claudia announced that this is resigning and this is her last Board meeting. Mike said he would review financials. We expressed our appreciation for her and all

her knowledge and participation.

Rick putting together table for upcoming dinner. Decision made to not have Cabaret event, too much work for the financial return, though it was great fun. Donation letter is in the works for particular fund raising addressed to the business community. This is our first targeted marketing. Rick is working on this with Michael Potts. We discussed various ways for businesses to participate in support for the Senior Center: capital funds, business ads, offering senior discounts, advertise in the Gazette, ads on buses.

Meeting adjourned 12:15pm.

Next meeting Wednesday, February 28, 2018, 10:30 a.m.

Respectfully submitted, Zomala Abell, Secretary