

Santa's Senior Center Corporation, Inc.  
Board of Directors Meeting Minutes  
December 14, 2022

***Our Mission is to create inviting enjoyable programs that encourage older adults to use their skills, develop their potential, and continue involvement in the community.***

**Call to Order:** Vice President, Sharon Corbett

**Present:**

Sharon Corbett

Joe Gelinis

Ruthie Sevy

Goldie Southwood

William Sanderson, Parliamentarian

**Others Present:**

Diane Jewkes

Judy Hastings

Jana Howard

**Absence/Excused:**

Barb Sevier

Benny Williams, Jr.

Electronic Minutes from June 15, 2022, June 17, 2022, September 28, 2022, October 3, 2022, two electronic minutes on October 7, 2022, and October 19, 2022 - All approved.

Minutes from November 9, 2022 Meeting - Approved.

## **Officer Reports:**

**Treasurer-Barbara Sevier-** No reports for this meeting. Will report November and December in the next Board meeting on January 11, 2023.

**President-Benjamin Williams Jr. -** Having names changed at our account at MAC Federal Credit Union. The Credit Union requires a copy of the minutes when we vote to remove the current names and add new names to the account.

Have Miranda Electric come and re-evaluate our electrical issues in the Center's building and give a new estimated cost to correct the kitchen and wiring problems. We recommended to up the cost from \$2,500 to \$3,000 to get it started. Goldie Southwood made a motion to get with Miranda Electric to start evaluation of the wiring not to exceed \$3,000. Joe Gelinias seconded. Motion passed.

**Vice President-Sharon Corbett-** Would like to set a date of January 23-26, 2023, to start the review process of the By Laws. Sharon has volunteered with Tyra Gelinias to do the review.

Sharon has made a list of past events which she will make available at the next Birthday luncheon in January. She will see if we can get some commitments from our members to chair an event or activity.

The Project Committee has reviewed 32 items and they have all agreed that the electric issue is the number one priority to be taken care of as soon as it can be done.

Other items discussed in the Project Committee were writing procedures of how certain things are to be done, i.e., setting up tables and chairs for an event and properly placing them back into the storage room. Hopefully, these procedures are written so that anyone can do it. Have a target month of February 2023 to have these procedures completed and in a book.

The Budget Committee has asked the kitchen staff and crew to meet on December 22 at 10am to go over expenses and provide a dollar amount for monthly expenses. Sharon has made a new form for receipts for better tracking of expenditures. See attachment.

Sharon has made a motion to amend the Standing Rules for the President's expenses to \$400 per month for general operation and building expenses. Goldie Southwood seconded. Motion passed.

Need to find out if Santa Seniors Center owns the coffee pots or not. Jana Howard will check with the vendor if we can buy it from them.

### **Secretary-Ruthie Sevy-**

Volunteer hours - 458.25 for November.

### **Committee Reports/Updates:**

Gift Shop-Goldie Southwood-Cookbook waiting for vendors to return the advertisement form.

Gaming-Barbara Sevier- Nothing to report.

Kitchen-James Hunter- Income = \$809. Had a new refrigerator donated to the Center.

Audit Committee - Goldie Southwood - Next audit will be on January 12, 2023, and will be closing out the books for the end of December 2022. Will need to form a new Audit Committee for 2023.

Grant Committee - Sharron Hunter, Sharon Corbett, and Cora Williams - Submitted a grant to the Co-Op.

Budget Committee - Sharon Corbett and Barb Sevier - Handed out the budget to members of the Project Committee to have them check it over. If they have any questions they need to come to the Budget meeting for discussions. Recommend that we need to step up and get some activities started and to call a special meeting to the members of Santa Seniors Center so they know what the numbers look like.

Administration - Jana Howard - Renewal of 2023 memberships are going good. Currently at 37%. Usually by February renewal of memberships are completed.

Maintenance Committee - Joe Gelinas - Figured out that in the last 36 days our building has consumed 502.5 gallons of heating fuel which equals to \$2,243.43. This averaged 13.96 gallons per day.

**New Business:** None.

**Member/Visitors Comment:**

Jana Howard presented Goldie Southwood a thank you gift for her services on the Board of Directors.

Goldie Southwood asked the Board of Directors how we can get some volunteers to help do some general cleaning in the kitchen.

Diane Jewkes reported - Hunter distributed 51 Thanksgiving Bags that were provided by New Hope Presbyterian Church to the North Pole and Surrounding Communities.

The next Board Meeting will be held on January 11, 2023 at 1:00pm.

Meeting adjourned @ 1:58pm by Vice President Sharon Corbett.

Prepared by SSC Secretary- Ruthie Sevy