

Santa's Senior Center Corporation, Inc.  
Board of Directors Agenda  
12 February 2025

*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: Board President, Joe Gelin**as at 1:00 P.M.

**Roll Call-** Candy Clarke (25), Gregory A. Corbett (25), Lamie Ellsworth (25), Joe Gelinas (24), Ruthie Sevy, Rochelle Renner (25), Cora Williams (25)

**Quorum: Yes**

**Others in Attendance:** Carmen Sears (Administrator), Sharon Corbett, Goldie Southwood, Barbara Sevier, Judi Hastings, and David Hastings

Approval of Agenda 12 February 2025;

Motion made by Cora W. to accept agenda with the noted change from (Designated Signer) to Registered Agent. Ruthie S. seconded motion. Vote 7 Aye 0 Nay. Motion Passed.

Approval of Minutes from 11 January 2025, Board Meeting

Motion to accept minutes with correction of name for Candy Clarke misspelling. Ruthie S. seconded motion. Vote 7 Aye 0 Nay. Motion Passed.

**Officer Reports:**

**Secretary** – Gregory A. Corbett -

Volunteer Hours – Volunteer hours for the month of January 2025 for SSC were 222.5 Hrs.

**Treasurer** - Rochelle Renner -

Treasurer's Report - As Printed

**Vice-President** – Ruthie Sevy -

Brenda Sadler apologized for missing the January birthday luncheon. She will be in attendance for the February Birthday luncheon to speak about the 17 Mile Home Makers organization.

**President** - Joe Gelinas -

Special Meeting Minutes read from Monday 10 February 2025. As Printed.

**Committee Reports:**

**Gift Shop** - Goldie Southwood - Deferred to next month.

**Gaming** - Barbara Sevier -

Gaming funds are currently at \$5,000.00. This will only be used to pay the administrator's salary.

**Kitchen** - Sharon Corbett -

Sign up for Friday 14 February luncheon will close today. We currently have 19 members signed up for this meal. The menu is Pork Chops.

The luncheons are averaging around 6 to 20 people per week. The cost for today's lunch was \$2.23 per meal. The members are charged \$6.00 per meal. Lunch punch cards are available for \$30.00 this provides you with 6 lunches. Five lunches at \$6.00 per meal and one free lunch.

Please note, if you sign up for lunch and you do not show, you will be charged \$6.00 for the meal. Not showing up or notifying the kitchen staff is a waste of food, time and money. This will be brought up at the birthday luncheon next Wednesday.

**Budget Committee** - Rochelle Renner - Deferred to next month.

**Audit Committee** - Jo Small and Rochelle Renner -

Audit was completed on Sunday 23 January 2025. The SSC is good to go until next year.

**Maintenance Committee** - Gregory Corbett – Nothing to report.

**Outreach Committee** - Candy Clarke -

Funds are available for any groups needing support. Candy C. asked that members spread the word to local teams and organizations.

A fund-raising vase has been established to help raise funds for the new SSC parking lot repavement. Candy C. made a motion to have parking lot fund raising be coordinated through the Outreach Program. Motion was seconded by Cora W.

Discussion – Large donations can receive a receipt from the administrator. After the parking lot is paved and the project is completed a ceremony will be held for members to sign their names on the new asphalt. An autograph party, possibly with hot dogs and hamburgers.

Vote – 7 Aye, 0 Nay

Motion Passed

**Sunshine Committee** - Judi Hastings -

There were 20 cards delivered to members of the SSC; 14 birthday cards, 3 anniversary cards, 1 get well card, and 2 sympathy cards.

Anybody who may need help with any of the activities at SSC please contact Judi H.

**Administration** - Carmen Sears – See printed report

Joe G. informed all Board Members that they need to walk through the entire facility and make note of items and help ensure that everyone knows where items and procedural documents are located. He mentioned that the administrator (Carmen S.) had procured some new filing cabinets and organized documents that had been randomly stored throughout the building.

Carmen S. informed the board that Shred Way would deliver a bin on Friday 14 February for documents that needed to be destroyed.

Ruthie S. volunteered to oversee the birthday party scheduled for Sunday 23 February 2025. The common meeting room will be in use that day, suggested that Ruthie S. be in attendance from 1:00 to 4:00 P.M.

Conflicting documents were found concerning Lamie E.'s date of appointment to the board of directors. Through discussion of the board members, it was determined that her term would be completed as of December 2025.

Lamie E. informed the board and administration that she would donate a box of copy paper to the SSC for day-to-day business.

**Unfinished Business:**

**Parking Lot Asphalt Paving – Joe Gelinias** – See printed documents from Special Board Meeting, 10 February 2025.

The board was informed that an initial down payment of \$39,200.00 had been made to Down to Earth Landscaping. Mr. Calvin Guftafson accepted the offer and plans to complete the project over a weekend from 21 to 22 June 2025 (the third weekend of the month). The contractor was informed that he would need to secure any building permits that the city of North Pole may require of him, prior to works beginning.

Members will be notified that the SSC will be closed for all business and activities during this period. All members are asked to help with the outside clean up prior to the beginning of this construction project.

Rochelle R. informed the board that Mt. McKinley bank has approved the loan application for the replacement of the asphalt in the SSC parking lot. A loan will not be secured or initiated until it is determined we will need additional funding for completion of the parking lot project.

**Advance Printing – Carmen Sears -**

Advanced printing has been used in the past to print advertising trifold used to promote SSC. The prior cost for 500 trifold brochures was \$469.00.

Joe G. made a motion to have Advance Printing, print the new double-sided, single card brochure not to exceed \$500.00. Motion was seconded by Cora W.

No Discussion. Vote 7 Yeah, 0 Nay.

Motion Passed.

2:18 P.M. Break – Joe G. (President) Requested board members take a 5-minute break.

Board Reconvened at 2:23 P.M.

**Tables and Chairs usage by Members - Greg Corbett.**

Inventory sheet for SSC was reviewed. White large plastic folding chairs used in the meeting room had a total inventory count of 59 on March 2024. The current white chair inventory is 57. We are missing 2 chairs.

**Revising Facility Usage agreement -** Deferred to next month.

**Revising By-Laws and Standing Rules -** Committee members Goldie Southwood, Barbara Sevier, and Ellie Herrera have been provided with input for suggested changes. Committee will present drafts to SSC board at the March meeting.

**Cook Books – Sponsorship – Diane Jewkes -** Deferred to next month.

### **Internet Provider (Star Link vs ACS) - Greg Corbett**

Suggest with continue with ACS for the present time. Our SSC email account for business is provided through ACS webmail. ACS has indicated we currently have 2 phone lines in the building running at approximately 50 MBPS. We can remove one phone line and upgrade to a minimum 70 MBPS, which should improve our usage and prevent further outages.

Joe G. made motion to have Greg C. contact ACS and review current requirements, billing and contract, and make a decision for the single use line at increased speed. Renegotiating contract and billing if necessary. Motion was seconded by Ruthie S.

Discussion – once Greg C. contacts ACS, discuss with administration (Carmen S.) to ensure continuity.

Vote 7 Aye, 0 Nay.

Motion Passed

### **New Business:**

#### **SSC Lunches at sponsoring Restaurants – Cora Williams**

Cora W. has contacted the manager at Pagoda restaurant in North Pole to arrange for the birthday luncheon meal on Wednesday 19 February 2025 to be provided by their facility. Mongolian beef and/or chicken with refried rice will be the offered menu.

#### **Registered Agent for Legal Documents – Joe Gelinias**

The SSC is required to have a registered agent to receive legal documents that pertain to the SSC organization and its members. The agent is responsible for receiving legal documents and then present them to the SSC administration or board of directors. Currently Pat Arthur is our agent. Jana Howard has offered up her services to act as our agent. The agent must register online with the State of Alaska, the fee for this service is currently \$25.00.

Joe G. made the motion to approve Jana Howard to become the SSC legal registered agent. Motion was seconded by Rochelle R.

Vote – 7 Yeah, 0 Nay.

Motion Passed.

Joe G. informed administrator (Carmen S.) that she is to work with Jana H. to complete this process.

#### **Replace Laptop – Joe Gelinias**

The SSC confirmed that we do have an additional laptop computer that is located in the files storage room. This laptop is the one used by SSC during Bingo.

Greg C. informed the board that he had reviewed several different computers at Costco ranging in price from \$499 to \$799 that may fulfill the requirements of the administrative computer that is older and presenting working instability for day to day use.

Lamie E. informed the board members that she is willing to donate \$1,000.00 for the SSC administrator to purchase a new computer. Lamie and Carmen will work together to purchase a new computer for the SSC.

Closed

**Website Maintenance renewal contract – Joe Gelinias / Carmen Sears – see printed report**

Joe G. informed the board that the SSC had a contract with In Motion Hosting that needed to be renewed.

Cora W. made motion to keep and renew the contract with Marlene Fogarty-Phillips and In Motion Hosting. Motion was seconded by Ruthie S.

No Discussion

Vote 7 Yeah, 0 Nay

Motion Passed.

**Senior Recognition Day, Thursday 8 May 2025 -**

Joe G. explained that the SSC administrator in the past had set up a table with brochures, pictures and information at the Carlson Center, in Fairbanks for the annual Senior Recognition Day. Requested Carmen take the SSC square to allow individuals to sign up and pay their dues while visiting that day.

**Member/Visitors Comments:**

Ruhie S suggested that Rochelle R. and Greg C. work together to create a map for squares of the SSC parking lot, that could be used as a fund raiser. They could coordinate amnd work with the Outreach Committee to help raise funds for the replacement of the asphalt in the SSC parking lot.

Greg C. commented that he had spoken with the Three Bears store manage Brian Koliba and that the Ace Hardware store was going to have a soft opening Friday, 21 February 2025. He also indicated that the main store was hoping to be open before Memorial Day.

The next Board Meeting will be held on 12 March, 2025 at 1:00pm

**Meeting Adjourned at 3:17 P.M. Wednesday 12 February 2025**

Prepared by SSC Secretary- Gregory A. Corbett