

CLARENCE SENIOR CITIZENS, INC.

4600 THOMPSON ROAD

CLARENCE, NY 14031

REGULAR BOARD MEETING

Date: January 12, 2012

Meeting called to order at 9:00 am by Chair Bill Westley.

ROLL CALL

PRESENT: Henry Becker, Jim Blum, Jackie Carpenter, Paul Corbelli (out 10:13am), Violet Oldenski, Rosemond Ruhland, Paul Schulz, Neil Struebing, Janet Vito, Bill Westley, Darrell Young.

EXCUSED: None.

Executive Director: Karla Madrid

Town Board Liaison: Bob Geiger

PLEDGE OF ALLEGIANCE - Mission Statement - Jackie Carpenter

INSTALLATION - Officers were installed by Clarence Town Supervisor Hartzell. Supervisor Hartzell thanked everyone for volunteering.

SECRETARY'S REPORT- Jim Blum

December 8 Minutes - Received suggestions from one person. All revised except one that was a quote from the meeting. Motion to approve minutes of December 8, 2011 made by Jim Blum. Second by Darrell Young.

Discussion on Chair statement regarding validity and certification of election.

Voting aye (6) Becker, Blum, Carpenter, Schulz, Struebing, Young.

Voting nay (3) Corbelli, Ruhland, Vito. Voting abstain (1) Oldenski. Motion carried.

TREASURER'S REPORT - Darrell Young

December Treasurer's report reviewed, received and referred for audit.

Stipend - Fourth quarter stipend has not been received. We may have to do something with CD's if we don't receive it soon. Chair comments that this will be brought up at Town Board meeting next week.

CHAIRPERSON'S REPORT - Bill Westley

Installation of Officers - Completed this morning.

Committee Appointments (COF 1/05/2012) - Chair reviewed proposed committee appointments. Discussion on several appointments and committee members. Chair to discuss Membership Committee chair and plan with Edna Scherf. Motion to get this on the floor requested by Chair. Moved by Darrell Young. Second by Henry Becker. Discussion that Chair can't nominate the Nominating Committee and that Holly Zuffranieri may not be a Center Member. Bylaws state the committee members are from the Board or center members. Other comment that we have wanted to allow other non-members on committees. Comments on same members on three committees (Executive, Personnel, PEC) and that PEC is not a standing Committee. Comment that Chair can't be chair of Personnel Committee because Chair is Ex-officio on all committees. Comments on responsibilities of Personnel Committee and that it shouldn't be combined.

Standing Committees - Final motion to approve Standing Committees 2012 (COF01/05/12) items 1. Executive, Personnel & PEC, 2. Finance, 3. Legislation & Bylaws, 4. Membership/Programs & Publicity, and 6. Planning and excluding Holly Zuffranieri from Planning (not a center member) as modified made by Darrell Young. Second as modified by Henry Becker. (Note that item 5. Nominating cannot be appointed by Board Chair). Voting aye (6) Becker, Blum, Carpenter, Schulz, Struebing, Young. Voting nay (3) Corbelli, Ruhland, Vito. Voting abstain (1) Oldenski. Motion carried.

Training Committee - Motion to dissolve the 2011 Ad Hoc Training Committee made by Henry Becker. Second by Jim Blum. Motion carried unanimously.

Town Lean Six Sigma - Chair recommends that in line with current thinking and way our new Supervisor thinks that Karla (Madrid) be made the CSC representative to the Town LSS meetings because most of the projects will involve the staff. Motion to appoint Karla Madrid, Executive Director, as CSC representative to the (Jim Frost) Town Lean Six Sigma meetings (Business Advisory Group) made by Henry Becker. Second by Darrell Young. Voting aye (8) Becker, Blum, Carpenter, Corbelli, Oldenski, Schulz, Struebing, Young. Voting nay (1) Vito. Voting abstain (1) Ruhland. Motion carried.

Benchmarks (COF 1/05/2012) - Talked to the Supervisor yesterday about LSS. Chair comment that the Supervisor and those who came through manufacturing can see the value in LSS for manufacturing. Supervisor does not see a lot of value in LSS for a group like this. Brief review by Board Chair commenting on fact that more benchmarks will involve staff this year. We don't know if Town will want them this year although supervisor doesn't feel they should be part of the contract. They may be internal. Supervisor agrees that the Center should elect its own directors and feels very strongly that is how it should be done. Discussion regarding inclusion of "if feasible" in benchmark item 2.

Motion to approve proposed 2012 benchmarks with "If feasible" removed from Item 2 made by Henry Becker. Second by Jackie Carpenter. Motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT - Karla Madrid

COF 1/12/2012

As of 12/31/2011 - paid members 1, 324; total van mileage 127,647

Month of December - new members 12; total attendance 2,290; meals served 1,148; van riders 201; van miles 1,138

Results Numbers - Membership up 49 members over last year. Total attendance down by 500 people. The van was not available for some time and the youth van which is used as a substitute is not equipped for seniors. Van repairs over \$13,000 in 2011. New members (young) are not as interested in the County Nutrition Program meals.

Marketing Research - Canisius College has approved our request for a class project to develop professional grade surveys and to interpret the results. This will start in late January.

Program Highlights - 160 to 170 people at both the Christmas and New Year's luncheons. 239 center members attended New Years at Salvatore's which was combined with 40 members from Akron/Newstead. 70 people attended music appreciation in evening. We have a new therapy dog (Violet) once a month.

Basket Raffle - Scheduled for Saturday, April 28. Promotion will start soon. A portion of the proceeds will be given to Meals on Wheels of WNY and Rural Transit Service, Inc.

TOWN BOARD LIAISON REPORT - Bob Geiger

Entrance Doors - Town engineer studying. Will get status. Grant would not allow the door to be taken care of this winter.

Van/Bus - Let me look into it.

Stipend - Fourth quarter and consideration of whole amount for current year are pending. Liaison needs to talk to Town Board.

Nature Center - Nice to see seniors sharing the benefits.

COMMITTEE REPORTS

EXECUTIVE, PERSONNEL & PEC - Bill Westley Executive Committee COF 1/5/2012

Performance Evaluation Committee (PEC) - Comments approved by the Board last month have been reviewed with the Executive Director and the result is in file. Executive Director has no particular comments and agrees that the (Board) comments are fair.

Personnel - Revisions to job descriptions and Job Openings Policy approved last month are available.

FINANCE - Neil Struebing

No report - We do not feel that work sheets used in the meeting should be given to anyone who attends the meeting.

Meeting Working Papers (draft working papers) - Discussion on policy to allow copies of all papers used in committee meetings to be given to any attendees. Discussion regarding committee work papers availability, legal requirements, misunderstandings, misinterpretations, cash to accrual accounting, and related issues.

Motion that individual committees decide if their work product is available to be distributed to anyone at their meeting made by Darrell Young. Second by Henry Becker. Voting aye (5) Becker, Blum, Carpenter, Struebing, Young. Voting nay (5) Corbelli, Oldenski, Ruhland, Schulz, Vito. Chair Westley votes aye. Motion carried.

MEMBERSHIP, PROGRAMS & PUBLICITY - Edna Scherf by Violet Oldenski

No report.

NOMINATING - Jackie Carpenter

COF 12/15/2011

Election Process Review - Discussed at (Committee) meeting on December 15.

Votes - Board member candidate votes by yes and no were read at request of a Board member. Votes were Jim Blum - yes 145, no 39; Neil Struebing - yes 151, no 35; Darrell Young - yes 148, no 32; Larry Vito - yes 8, no 0.

Election - Comment by Board member Vito that we need to reconsider and discuss validity and certification of the election and the challenges need to be clarified and resolved. Board member Vito states that there was a consensus of all participants at the Nominating Committee meeting that issues and problems should be referred to an outside attorney. Comment that there was no motion or referral from the Committee. The Board has already approved. Comments that these matters were resolved.

Motion to refer the 2011 election for independent review made by Janet Vito. Second by Rosemond Ruhland. Voting aye (2) Ruhland, Vito. Voting nay (8) Becker, Blum, Carpenter, Corbelli, Oldenski, Schulz, Struebing, Young. Motion denied.

LEGISLATION & BY-LAWS - Paul Schulz

Will be having meeting.

PLANNING - Jim Blum

No items for Board action. Expect to request that Vision and possibly committee duties be removed from the Bylaws and be put in the Administrative Manual. Vision proposed by Planning Committee was referred to Bylaws. We want to get approval on the revised Vision.

MEMBERSHIP COMMENTS ON AGENDA ITEMS (3 minute maximum, 30 minute total)

Ruth Haas - Thinks some benchmarks and Lean Six Sigma (LSS) being assigned to the Executive Director is excellent idea except one Board member should also be on LSS with the ED.

- Doesn't think one Board member should be left off committees.

Larry Vito - Sorry that Janet Vito is off LSS. She has done so much and is probably the most knowledgeable on all functions of this Board. She has requested to be on committees.

- Never had questions answered.

OLD BUSINESS

None.

NEW BUSINESS

Board Assessment Survey - Board Chair discussed possibility of a Board self assessment survey. A basic evaluation about Board service. How the Board feels about matters. Discussion regarding Board self evaluation, Board members should meet certain requirements, sample assessment (COF2008) regarding time and attendance distributed, development of a survey for Board members, there may be related action items from the Strategic Plan.

Motion to request Darrell Young to draft a proposal for a Board member assessment survey and present it to the Board next month made by Henry Becker. Second by Jackie Carpenter. Motion carried unanimously.

Member Satisfaction Survey - Motion to discuss (non agenda) proposal (COF1/2/2012) by Janet Vito made by Janet Vito. Second by Paul Schulz. Voting aye (4) Oldenski, Ruhland, Schulz, Vito. Voting nay (4) Blum, Carpenter, Struebing, Young. Voting abstain (1) Becker. Chair Westley votes aye. Motion carried.

Discussion on various aspects of possible surveys including the proposal and the staff plan to work with college students. Regarding the Board member Vito proposal comments included discussed by Board LSS team last July, discussed with Town LSS advisory group, proposal sent to Town Supervisor before any discussion with staff or Board, proposal has almost half questions about the Board, basis is all one Board member opinions, and proceeding by Board action may be seen as micromanaging or undermining the staff.

Comments regarding what activities do members want, better to use outside objective survey preparation, need to get member feedback, it is not inappropriate to get member views on Board issues, and survey should be responsibility of staff.

Board member Vito made comments regarding how the proposed survey could be done simply and at minimum cost.

Executive Director feels staff should handle this.

Consensus that Executive Director and staff to put together survey of members. Proposal discussed to be used as a resource.

GOOD OF THE CENTER (1 minute maximum, 15 minute total)

Ruth Haas - Dues increase - Should include in the survey and it should go toward activities.
- Grants - Have we applied for any lately?
- Survey - why can't you just take what was proposed and add to it.

EXECUTIVE SESSION

None

ADJOURNMENT - Motion to adjourn at 10:50am made by Jackie Carpenter. Second by Henry Becker. Motion approved by unanimous consent.

Next Meeting - February 9, 2012

Jim Blum, Secretary