

CSC Board October 13, 2011 - Board Approved 11102011
CLARENCE SENIOR CITIZENS, INC.
4600 THOMPSON ROAD
CLARENCE, NY 14031

REGULAR BOARD MEETING
Date: October 13, 2011

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

ROLL CALL

PRESENT: Henry Becker, Jim Blum, Jackie Carpenter, Paul Corbelli, Norm Kirchner, Rosemond Ruhland, Paul Schulz, Neil Struebing, Janet Vito, Bill Westley, Darrell Young, Holly Zuffranieri.

EXCUSED: Violet Oldenski.

Executive Director: Karla Madrid

Town Board Liaison: Bernie Kolber (not present)

PLEDGE OF ALLEGIANCE - Mission Statement - Bill Westley

SECRETARY'S REPORT- Jim Blum

September 8 Minutes - No suggestions received. Motion to approve minutes of September 8, 2011 made by Jim Blum. Second by Darrell Young. Motion carried unanimously.

September 21 Special Board Meeting Minutes - No suggestions received. Motion to approve minutes of September 21, 2011 made by Jim Blum. Second by Norm Kirchner. Motion carried unanimously.

Board member Vito questioned why Executive Committee Minutes were not submitted to the Board. Chair will see that a copy is put in her (Board) folder.

TREASURER'S REPORT - Darrell Young

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

Stipend - Has been approved but not received.

Equity Loan Application - Bank approved line of credit of \$75,000 pending approval by CSC Board today.

Motion to approve CSC Equity Loan Application for a \$75,000 line of credit made by Darrell Young. Second by Paul Corbelli. Discussion that this is recommended by NYCON to be used in the event of late funds. Due to current low interest rates, we would probably cash a CD rather than activate the line of credit. There is no charge until the credit is used. The CSC Board would approve any decision to draw against the credit line. Two CSC Board officers have to sign the application. Collateral for the loan is the things inside the Senior Center that belong to the CSC, Inc. Motion carried unanimously.

CHAIRPERSON'S REPORT - Bill Westley

Stipend Report - Per Treasurer report - Stipend ok but not received.

Candidates Night - Wednesday, October 19, 2011 @ 5:15pm. Meet the CSC Board and CSC Board candidates. No plans for Town or other office candidates. Make a reservation.

2011 & 2012 Benchmarks - Report on 2011 at end of year. Committee Chairs are asked to submit suggestions for 2012 benchmarks. There will be a benchmark regarding Board size. There should be a benchmark regarding programs. Committee Chairs and individuals are asked to submit suggestions for 2012 benchmarks.

Regarding the open 2011 board size benchmark - We have three (3) candidates running and we have two (2) openings to get to eleven (11) which we committed to for the end of the year. Chair has talked to most Board members and will talk to all regarding their intention to continue to serve on the Board related to the election plans so we don't lose and get down to ten(10). In a week or two we'll ask for someone who will leave to announce it and then we'll make the ballot.

Performance Evaluation Committee (PEC) Plan for 2011- Chair described how the Performance Evaluation Committee (PEC) planned to conduct the 2011 evaluation. The Skills and Abilities (S & A) form was discussed.

Process will include PEC filling out the S & A form, a summary of the PEC S & A form evaluations prepared, comments on staff objectives, Executive Director (ED) commenting on objectives results, PEC developing positive and negative comments about the ED performance, PEC presentation to the Board December meeting for approval, and meeting for the PEC to discuss the evaluation with the ED.

Discussion followed regarding S & A form differences from last year, when objectives were submitted, Board members can fill out the S & A form and submit to the Board Chair by October 31, 2011 for consideration by the PEC, how member input could be solicited (possibly form in the newsletter next year?), the evaluation applies only to the ED, and some history of the PEC process.

The next PEC meeting is scheduled for November 3, 2011 following the Executive Committee meeting.

EXECUTIVE DIRECTOR'S REPORT - Karla Madrid

COF 10/13/2011

As of 09/30/2011 - paid members 1, 267; total van mileage 122,681

Month of September - new members 17; total attendance 2,429; meals served 945;
van riders 193; van miles 1,749

Membership - Up.

Attendance - Dropped and staff is evaluating.

Travel Policy - Proposal presented involving money directed to the vendor rather than the Center. Center would forward credit card payments to vendor. Discussion on insurance benefit and risks of using credit card for travel purchase. Center does not accept credit card payments but travel vendors do accept credit cards. Both travel coordinators are ok with this proposal. Discussion on ways for members to give credit card information directly to vendor. Motion to refer the proposed Travel Policy to the Membership Committee made by Norm Kirchner. Second by Henry Becker. Motion carried unanimously.

Supper at the Center - Wednesday, October 19 @ 5:15pm. Meet the Board and Board candidates. Make your reservation at the office.

Buffalo Bills Tailgate Party - Still time to sign up for Sunday.

TOWN BOARD LIAISON REPORT - Bernie Kolber

No report.

COMMITTEE REPORTS

MEMBERSHIP, PROGRAMS & PUBLICITY - Edna Scherf

No report.

NOMINATING - Jackie Carpenter

Election Procedure - Voting for candidates at the Center on November 1,2,3,4. Membership Election Meeting for nominations and voting on Wednesday, November 9 @ 1:30pm.

Proxy Ballots - Discussion regarding matters related to voting using proxy balloting. Proxy allows you to vote for or against candidates and the Board records the vote.

Absentee Ballots - Requests are due by 10/24/2011.

LEGISLATION & BY-LAWS - Norm Kirchner

COF 9/14 & 9/21/2011

Bylaws Proposals (COF 10/13/2011) - Committee Chair offered review and comments on proposals regarding Article V, Article VI, and a separate list of Director duties. Discussion and comments on some items. Discussion and consensus that Board should approve Board candidate recommendations of the Nominating Committee. Discussion on bylaw changes to remove the Town that were tabled last month (bring up again later).

Committee Chair requests submit comments or suggestions in writing to the Bylaws Committee Chair.

PERSONNEL - Jim Blum

COF 10/06/2011

No Board action items.

PLANNING - Jim Blum

COF 9/15/2011, 10/06/2011

Bus/Van - Motion to approve partial specification for bus/van made by the Committee.

Discussion on needs for more passenger capacity on occasion. Agreement to add air conditioning to the Committee recommendation. Discussion on possible legal requirements for wheelchair capability. Since Town owns the bus/van, they should decide on wheelchair.

Bus/van Specification (partial) includes:

- 1) 14 or less passengers (allows anyone to drive)
- 2) gas or hybrid
- 3) Senior access features - Low step/running board, grab pole and/or support devices, stand up aisle
- 4) Driver door control - without leaving driver seat
- 5) Air conditioning

Voting aye (10) Becker, Blum, Carpenter, Corbelli, Kirchner, Ruhland, Schulz, Struebing, Young, Zuffranieri. Voting nay (0). Voting abstain (1) Vito.

Motion carried.

Strategic Plan Components - Motion by Committee to approve Strengths, Weaknesses and Opportunities as stated in Committee minutes for inclusion in the Strategic Plan.
Discussion on purpose of voting on this.

STRENGTHS - (No particular order)

- A) Warm, respected and effective Staff
- B) Strong Town Support - Operations, Building & Grounds
- C) Increasing membership & attendance
- D) Variety of programs - to satisfy current needs
- E) ExerBand program - Most participants
- F) Communication - newsletter, Clarence Bee newspaper
- G) Special Equipment - Kiln, woodworking, pocket pool, table tennis, indoor shuffleboard, bocce courts
- H) Positive Community Image
- I) Technology - Staff has access to state of the art technology
- J) Dedicated Board Members -

WEAKNESSES - (No particular order)

- A) Dependency on Town
- B) Limited building/facility size
- C) Inability to expand to certain types of programs (limits participants)
- D) Shortage of evening or weekend programs
- E) Inflexible, dedicated rooms
- F) Limiting room sizes
- G) Limited Fitness Capabilities - Walking, workout, water, sauna, whirlpool, badminton
- H) Winter Sports - Cross country, snow shoe,
- I) No Music & Stage Performances - cultural/artistic events

OPPORTUNITIES - (No particular order)

- A) Building - Expand, add, new,
- B) Utilization - Existing space and times
- C) Senior Daycare - Lease contract with Kaleida?
- D) Volunteers for Programs - Use available skills and experiences of members
- E) Collaboration - Other non-profits, churches, fire companies, fraternal
(possibly share program with them or let them use the building or we use their building)
- F) Leverage New Technology - Expand programs and services
- G) Building Use by Members - Members personal use for parties or events (fee?)

Voting on the Planning Committee motion regarding strengths, weaknesses and opportunities voting aye (10) Becker, Blum, Carpenter, Corbelli, Kirchner, Ruhland, Schulz, Struebing, Young, Zuffranieri. Voting nay (0). Voting abstain (1) Vito.
Motion carried.

FINANCE - Neil Struebing

COF 9/28/2011

No items for Board action.

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

Ruth Haas - Regarding confusion in voting last year and a lot more confusion this year.
- Question if need quorum and do proxies count for membership meeting for election. Yes need quorum. Yes proxies count toward quorum.
- Do members approve new bylaws? Answer no.

OLD BUSINESS

None.

NEW BUSINESS

Ballot Proposal - Motion to approve proposal to include on ballot the question for member input regarding members or Board elect Board members made by Darrell Young. Second by Jim Blum.

"Be it resolved that the Clarence Senior Citizens, Inc. Board of Directors select the replacements for vacancies on the Board as they occur in order to assure the addition of needed legal, accounting, and social concerns that will enable the more efficient operation of the Center. Yes_____ No_____"

Reasons are to save time, money and have the Board be able to select candidates with needed skills and fill Board openings more quickly.

Discussion regarding difficulty understanding the proposal as written, too close to coming election, late to bring up, may confuse members, needs to be more simple, voted in June to give members the right to vote on directors, and may not be consistent with the law.

Voting aye (2) Blum, Young. Voting nay (7) Becker, Carpenter, Corbelli, Kirchner, Ruhland, Schulz, Vito. Abstain (2) Struebing, Zuffranieri.
Motion defeated.

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

Jim Blum - CSC proposed a Town stipend for 2012 of \$225,000. Current Town working budget is \$220,000. Begin thinking about how to reduce another \$5,000.

Janet Vito - Questioned absentee ballot design including privacy aspect.

EXECUTIVE SESSION

None.

ADJOURNMENT - Motion to adjourn at 10:48am made by Janet Vito. Second by Rosemond Ruhland. Motion approved by unanimous consent.

Next Meeting - November 10, 2011

Jim Blum, Secretary