

**MINUTES OF THE REGULAR MEETING  
SENIOR CENTER ADVISORY BOARD  
TOWN OF CHINO VALLEY**

**TUESDAY, AUGUST 13, 2019  
9:00 A.M.**

The Senior Center Advisory Board of the Town of Chino Valley convened for a regular meeting at the Chino Valley Senior Center, located at 1021 W. Butterfield Road, Chino Valley, Arizona.

**1) CALL TO ORDER**

Chair Mary Johnson called the meeting to order at 9:02 a.m.

**2) INVOCATION**

Board Member Erb led the invocation.

**3) ROLL CALL**

Present: Chair Mary Johnson; Board Member Christine Christy; Board Member Anita DeMello;  
Board Member Elaine Erb; Board Member Tim Prater; Board Member David Somerville

Absent: Board Member Nancy Best

Staff Assistant Community Services Director Cyndi Thomas

Present:

**4) APPROVAL OF MINUTES**

- a) Consideration and possible action to approve April 9, 2019, meeting minutes.

Board Members stated that the last bullet item under Item 8a New Business, "Consider adding an amendment to the Bylaws to include Shed Cleaning", was incorrect and it was just a suggestion for a possible future agenda item for consideration to make it a committee job. It is to be removed from Item 8a.

MOVED by Board Member David Somerville, seconded by Board Member Elaine Erb to approve the April 9, 2019, meeting minutes as amended.

AYE: Chair Mary Johnson, Board Member Christine Christy, Board Member Anita DeMello,  
Board Member Elaine Erb, Board Member Tim Prater, Board Member David Somerville

**6 - 0 PASSED - Unanimously**

**5) REPORTS FROM SENIOR CENTER DIRECTOR, CHAIR, AND MEMBERS OF THE BOARD/LIAISONS**

- a) Executive - Mary Johnson

Mary Johnson reported the following:

- There was a sign-up sheet for meeting invocations.
- The next meeting would have new appointees for the officer liaison positions. Appointments usually happened in July, but there had not been any meetings and there were new members.

**b) Activities - Elaine Erb**

Elaine Erb reported the following:

- There was a good turnout for the last event with Chuck Bowden. They doubled the amount of meals that were typically served. He would be back in November doing patriotic songs.
- Bunko was going well and the exercise class was staying the same.
- Ms. Johnson explained that Bunko was held the second Monday of each month as a fund raiser for Meals on Wheels or for other needs at the Senior Center. It was a \$10 cost. Their most recent donation was \$260 and during the last two years they had been able to donate nearly \$9,000. They had other games they had played as well, but there were state gaming rules that needed to be followed.

**c) Transportation - Anita DeMello**

Anita DeMello reported the following:

- There had not been any trips over the summer.
- There is a theater in Phoenix that played country music and she was hoping to arrange a trip there. They serve a buffet style meal at the theater, so there would not be a need to stop for food.

**d) Nutrition -**

Cyndi Thomas reported that the numbers of meals served had stayed consistent with approximately 50 meals per day. Summer was the slow time of year so the numbers should increase during the fall and winter season.

**e) Community Services - Cyndi Thomas**

Cyndi Thomas introduced new members and reported the following:

- Introduced the new members, Chris Christy, David Somerville and Tim Prater.
- Reviewed the board roster with the members and encouraged members to take an open meetings course if they had not already done so. Since the members were appointed by the Council, they were considered a Board and subject to all open meeting laws.
- Explained that the minutes and agendas were sent out by email. Ms. Thomas gave an example of what created a meeting or accidental meeting of the Board Members and warned the Board to be careful about electronic communications, lunches, get-together's, etc. that created a quorum of the members without proper notice.
- The changes in staffing was explained to the Board Members and stated that the center was fully staffed again. She introduced the new assistant Toni Flournoy.
- Explained the mandatory election process for the Chair and Vice Chair Board positions and the process for the Finance, Activities, Transportation and Nutrition liaison positions, which were filled when the Board deemed it necessary.
- The Agenda item regarding the change to the occurrence of the Board meetings had several

reasons which would be discussed under the agenda item.

- The shed cleaning would happen during the cooler season. The senior center shed that was supposed to be a holiday supply shed had become overrun with everything else. It was hoped that Board Members would go through the shed to organize and sort out any items that could be donated.
- Provided a history on the Meals on Wheels Christmas and Valentines holiday meals and gift delivery process. Explained that special giving did not have to take place only during those holidays.
- Discussed the Senior Center meals, the new cooking staff, special event or gimmick meals and meal advertisement.

**6) CALL TO THE PUBLIC**

*Call to the Public is an opportunity for the public to address the Board concerning a subject that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 15 minutes per meeting. Board action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.*

**7) UNFINISHED BUSINESS**

**8) NEW BUSINESS**

- a) Discussion and possible recommendation regarding amending the Senior Center Advisory Board By-Laws, per Resolution No. 16-1073, Section 4 (A) Meetings of the Board, to change the occurrence of meetings.

Cyndi Thomas discussed the following:

- The current Bylaws stated the Board would meet monthly, with special meetings called 48-hours in advance.
- The Board had gone through the summer without any meetings and nothing dire had happened.
- The meetings consisted of Board reports and typically were complete in about 20-minutes. The meetings that had other issues that needed to be discussed were typically around the holiday and fund-raising seasons.
- To make a change to the Bylaws regarding the occurrence of meetings, the Board would have to create a resolution for the Council to approve.
- The Board could relax the meeting requirement language by changing the wording.
- Board Members discussed possible language to incorporate into the Bylaws, including when to schedule upcoming meetings and days, time and place of the meetings.
- Recommended making a motion to change the Bylaws and bring back a resolution with the appropriate changes at the next meeting.
- Using the meetings as working meetings for holiday card making, baking, gift bag making, etc.

MOVED by Board Member Christine Christy, seconded by Board Member Elaine Erb to change the verbiage to the meeting schedule to be no less than four times per year, with the upcoming meeting times scheduled during the previous meeting, through a resolution with the help of the Clerk's office to establish appropriate terms and guidelines for the Bylaws.

AYE: Chair Mary Johnson, Board Member Christine Christy, Board Member Anita DeMello, Board Member Elaine Erb, Board Member Tim Prater, Board Member David Somerville

**6 - 0 PASSED - Unanimously**

**9) FUTURE AGENDA SUGGESTIONS**

- Upcoming holidays – Meals on Wheels Halloween, Christmas or special events meal delivery.
- Bulletin Board announcements regarding seniors' medical events (Sunshine Board).

**10) ADJOURNMENT**

MOVED by Board Member Elaine Erb, seconded by Board Member Anita DeMello to adjourn the meeting at 9:42a.m.

AYE: Chair Mary Johnson, Board Member Christine Christy, Board Member Anita DeMello, Board Member Elaine Erb, Board Member Tim Prater, Board Member David Somerville

**6 - 0 PASSED - Unanimously**

Submitted: August 20, 2019.

By: *Vickie Nipper, Deputy Town Clerk*

Approved: September 10, 2019.