

DRAFT

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

**TUESDAY OCTOBER 9, 2018
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 Kathy Farber called the meeting to order at 9:10 a.m.

2) INVOCATION

Chair Farber led the invocation.

3) ROLL CALL

Present: Chair Kathy Farber; Vice-Chair Nancy Mitchell; Board Member Anita DeMello; Board Member Joyce English; Board Member Nancy Best; Board Member Elaine Erb; Board Member Mary Johnson

Staff Assistant Community Services Director Cyndi Thomas
Present:

4) APPROVAL OF MINUTES

- a) Consideration and possible action to approve May 8, 2018 meeting minutes.

MOVED by Board Member Nancy Best, seconded by Vice-Chair Nancy Mitchell to approve the May 8, 2018 minutes.

AYE: Chair Kathy Farber, Vice-Chair Nancy Mitchell, Board Member Anita DeMello, Board Member Joyce English, Board Member Nancy Best, Board Member Elaine Erb, Board Member Mary Johnson

PASSED - Unanimously

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

- a) Executive - Kathy Farber

b) Activities - Elaine Erb

Boardmember Erb reported on the following:

- Working to change Right, Left, and Center to Friday's twice per month instead of every Friday because the attendance had been low.
- She will be contacting Chuck Brown for his services at future events.
- Boardmember DeMello had hosted two dances that had been successful with making approximately \$600-700 in profit. She requested help for the October 25th dance and wanted people to come and participate and have fun.

c) Transportation - Anita DeMello, Mary Johnson

Boardmembers DeMello and Johnson reported on the following:

- The trips to the Diamond Back games have been cancelled because of lack of participation. Word of the events needed to be announced more and although announced daily at the Luncheons, it wasn't always loud enough. In January a list of ideas will be posted without a list of firm dates. The newsletter will announce events a couple months in advance without a signup sheet available until closer to the event timeframe. The Board discussed the need to spread the word of the events to the community in a positive manner and clearly inform the potential drivers that they needed to be available for all trips, not just specific trips they might be interested in attending.
- The Laughlin trip was full. There were two December trips planned that would be announced at the end of October.
- Money for trips was non-refundable and collected a week or two before the event.
- Once an event was planned, do not allow changes to the schedule. People were not coming back to events after taking part in an event where there were last minute unannounced changes.

d) Nutrition - Joyce English

Boardmember English reported on the following:

- The price changes that took place in July had not been an issue and people are taking advantage of taking home the leftovers in available for purchase containers (fifty cents per container). Outside containers were not allowed and it should be mentioned to those people who brought them in, as Federal funding could be lost if food left the site without being officially purchased.
- The holiday meals were being planned.
- Meals sold were typically between 45 and 75 people per day.
- Meals on Wheels rang approximately 45 meals per day. If someone was not home, the food could not be left and must be returned. Those meals were frozen and kept for extra meals for people in need during the Holidays.

e) Community Services

Assistant Community Services Director Cyndi Thomas discussed the following:

- The Boardmembers should get involved in as much as possible with meals, dances, trips, activities, walking, exercise, etc.
- The annual Northern Arizona Council of Governments (NACOG) audit will happen October 17th.
- Meals on Wheels drivers were needed. The extra drivers will be kept on a substitute list.
- The help of the Boardmembers is needed for Thanksgiving and Christmas meals (November 21

and December 21).

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.

Boardmember Best spoke on behalf of Mike Best – The Town’s 50th birthday celebration was nearing and Mr. Best needed anything that was from the last 50-years including pictures, articles, documents, etc. The community was invited to the planning meetings held the first Wednesday of the Month at the Community Center at 6:00 p.m.

7) UNFINISHED BUSINESS

- a) Discussion and possible action regarding special dining lunch event each month.

Boardmembers discussed the following:

- Special events were something that had always been done, but the Board was looking for suggestions.
- Gimmicks would not necessarily bring people to the meals as there seemed to be no rhyme or reason for when people attended the meals. There is a core of 30 people that regularly attend.
- People would be happier if the seating was mixed up because people were too set in their ways.
- Ugly Sweater Day was suggested for Christmas (no one had ugly sweaters, just seasonal sweaters).
- Halloween will be the same as previous years and people will dress up.

Boardmembers would like time to think of additional ideas and want to address further ideas at the next meeting.

8) NEW BUSINESS

- a) Discussion and possible action regarding having a guest provide the invocation.

Boardmembers discussed the following:

- Boardmembers could bring a guest during their turn to lead the invocation.
- Government employees cannot say a prayer or ask Boardmembers to say a prayer at lunch time, but anyone that wanted could stand up and say a prayer.

MOVED by Vice-Chair Nancy Mitchell, seconded by Board Member Elaine Erb to approve giving the Boardmembers the discretion to either lead the invocation themselves or to bring a guest to provide the invocation during the Boardmembers time leading the invocation.

AYE: Chair Kathy Farber, Vice-Chair Nancy Mitchell, Board Member Anita DeMello, Board Member Joyce English, Board Member Nancy Best, Board Member Elaine Erb, Board Member Mary Johnson

PASSED - Unanimously

b) Discussion and possible action regarding upcoming holidays.

Boardmembers discussed the following:

- Past Board activities for Meals on Wheels included: baking cookies and Christmas cards, and both were well received.
- There was a budget for those provisions this year.
- A wrapped small gift could be included with the cards, such as lotion, hand sanitizer, etc.
- The Board will have a wrapping party at their next meeting on December 11th.
- Valentine's Day Cookies could also include a handmade card from the local kindergarteners.
- Boardmembers will try and get some small gift donations from local businesses.

MOVED by Board Member Anita DeMello, seconded by Board Member Mary Johnson to have each Boardmember provide for the Meals on Wheels program, fifty Christmas cards and fifty small gifts.

AYE: Chair Kathy Farber, Vice-Chair Nancy Mitchell, Board Member Anita DeMello, Board Member Joyce English, Board Member Nancy Best, Board Member Elaine Erb, Board Member Mary Johnson

PASSED - Unanimously

c) Consideration and possible action to select a Chair and Vice-Chair.

Boardmembers discussed the following:

- The Bylaws stated that each July the Chair and Vice Chair were to be selected by the Board to serve a one-year term or until the successor officers are duly elected.
- In the past the Board had used private ballots, nominations, or volunteers.
- The Board used private written ballots for election of the Chair and Vice Chair positions.
- Votes for Chair included: Nancy Best – 1 Vote; Elaine Erb – 1 Vote; Kathy Farber – 2 Votes; Mary Johnson – 3 Votes.
- Votes for Vice Chair included: Kathy Farber, Nancy Best, Elaine Erb, and Nancy Mitchell– 1 Vote each; Joyce English – 3 Votes.
- The Community Liaison positions will be nominated by the Chair each year for each functional area. The terms were for one year each. The positions the Board had chosen to fill in the past were for Transportation, Activities and Nutrition.
- The Board asked Boardmember Erb to continue to be the Activities Liaison and she agreed.
- The Board asked Boardmember DeMello to stay on as one of the Transportation Liaison's and she agreed. The Board agreed that Kathy Farber could help as the second Transportation Liaison.
- The Boardmembers asked Boardmember English to continue to be the Nutrition Liaison and she agreed.

MOVED by Board Member Elaine Erb, seconded by Board Member Anita DeMello to accept Mary Johnson as Chair for the Senior Center Advisory Committee.

AYE: Chair Kathy Farber, Vice-Chair Nancy Mitchell, Board Member Anita DeMello, Board Member Joyce English, Board Member Nancy Best, Board Member Elaine Erb, Board Member Mary Johnson

PASSED - Unanimously

MOVED by Board Member Anita DeMello, seconded by Vice-Chair Nancy Mitchell to accept Joyce English as the Vice Chair for the Senior Center Advisory Committee.

AYE: Chair Kathy Farber, Vice-Chair Nancy Mitchell, Board Member Anita DeMello, Board Member Joyce English, Board Member Nancy Best, Board Member Elaine Erb, Board Member Mary Johnson

PASSED - Unanimously

9) FUTURE AGENDA SUGGESTIONS

- Contacting local schools regarding handmade Valentine's Day cards made by the local Kindergarteners for Meals on Wheels.

10) ADJOURNMENT

MOVED by Board Member Nancy Best, seconded by Board Member Anita DeMello to adjourn the meeting at 10:20 a.m.

AYE: Chair Kathy Farber, Vice-Chair Nancy Mitchell, Board Member Anita DeMello, Board Member Joyce English, Board Member Nancy Best, Board Member Elaine Erb, Board Member Mary Johnson

PASSED - Unanimously

Submitted: October 17, 2018.

By: *Vickie Nipper, Deputy Town Clerk*

Approved: _____, 2018.