



Meeting Minutes

April 5, 2021

I. Attendees

- a) VB: Vicki Brooker (Director)
- b) JB: Justin Blackman (Chair)
- c) RG: Ron Gulyas (Vice-Chair)
- d) MW: Maureen White (Treasurer)
- e) PW: Phil Walbridge
- f) RT: Roger Tubby

II. Call To Order

JB called to order this special WASCA Board of Directors meeting at 18:14 on 04/05/2021 via Zoom Meeting. This meeting was scheduled to discuss the new Paid-Time-Off (PTO) policy and new Employee Manual, hiring a new Cook, and Senior Center possible re-opening.

III. Quorum

Currently the board has eight (8) members and therefore needs five (5) for a quorum. At this meeting we have five (5) members present.

IV. Last Month's Minutes

The group accepted last month's minutes unanimously.

It was suggested that material presented during the Board meetings not be copied directly into the minutes but referenced by a link to the appropriate SharePoint file/folder. This suggestion was accepted.

V. Treasurer's Report

No Treasurer's report was submitted since this was not a regularly scheduled monthly Board meeting.

VI. Director's Update.

No Director's Report was submitted since this was not a regularly scheduled monthly Board meeting.



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VII. Agenda for Board Discussion

- a) Kitchen hire
Interview: only 1 viable candidate
No health insurance
Discussion about compensation: Board approved making an offer of 19.00 to 19.50/hour.
VB: Worried about cash flow
MW: Is Indeed the right place to advertise?
- b) Employee Manual
MW: Proposal to use CVCOA as a basis
Holidays: 12 paid – Town Mtg Day and drop Columbus Day
Closures: Director with Board Chair? In Policy: No, Director's decision.
- c) Paid Time Off (PTO)
1 wk. vs 2 wk. carryover? Board decided on a 1-week carryover.
Unpaid time off? On a case-by-case basis
- d) Reopening
June 1 anticipation; are vaccinations required? volunteers? desire of congregants?
Board agreed that all staff must be fully vaccinated before reopening.
Need 100 sq. ft./person – roughly 15 including staff. Need 2 seatings?

VIII. Additional Items Discussed

- a) Replacement for walk-in fridge
Reach-in, glass doors; Supplied by ICC Mechanical, CVCOA paying up to \$4K; 3 yr. parts + labor warrantee; paperwork to SharePoint.
- b) Painting
Authorize another \$500 for paint (2nd coat needed)

IX. Adjournment

JB adjourned the meeting at 20:00

Minutes submitted by: RT

Minutes Recorded by: RT