



## **Meeting Minutes**

May 17, 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) AF: Arlis Fuglie
- f) KK: Ken Kreiling
- g) LB: Lindsey Bolger
- h) PW: Phil Walbridge
- i) RT: Roger Tubby

### **II. Call To Order**

JB called the WASCA Board of Directors meeting to order at 18:04 on 05/17/2021 via Zoom.

### **III. Quorum**

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

### **IV. Last Month's Minutes**

MW: Did we reach out for kitchen maintenance? RG: Working on it.

MW: Does Phil have any additional documentation on taxes? VB will check.

The group accepted last month's minutes unanimously.

### **V. Treasurer's Report**

Main discussion on the "Bernie Money". The Treasurer's report was submitted and accepted. The report can be found in the SharePoint folder.

### **VI. Director's Report.**

Volunteers: Marybeth, RSVP, MOW drivers. Better menus, eye appeal. Donna is following SERV Safe guidelines; kitchen needs a deep clean – use a commercial company? Consensus seems to be to pay for the service.

Start having weekly team meetings for food costs, comparable costs

30 people signed up immediately for the extra meal delivery (Zen Barn)

Satisfaction surveys – monthly, quarterly? How to collect?

Costs/meal – re-usable dishes decrease cost by around \$0.50/meal



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The Director's Report was submitted and accepted unanimously. The report can be found in the SharePoint folder.

### **VII. Board Discussion**

- a) Vote to set holiday PTO for Thurs/Fri (12/23-24) for this year. Unanimous yea.
- b) Reopening  
JB: Ready to open on June 14 (phase 4)?  
VB sent out memo on re-opening earlier today  
AF: Center is important for activities, not just meals  
Need to have a larger re-opening committee to advise board – use VB's list as agenda. Thurs. June 3 13:00  
RT: Volunteers – need background checks.  
Approve overtime for carpet cleaning.
- c) Kitchen equipment update  
Reach-in refrigerator in and installed. CVCOA check has been received.  
Hood – out of compliance?
- d) Employee Handbook update  
MW: FMLA language – may need to remove since it doesn't apply small organizations  
MW: Volunteer handbook needs to be redeveloped. KK: willing to help
- e) Subaru  
VB: Having problems reaching insurance. Suggest using WASCA insurance company.  
"Let's get it fixed and sell it."  
Estimate \$5,500 to fix before selling.  
Vote to sell: passed
- f) Vote for Board Secretary  
Roger accepts. Vote: unanimous yea

### **VIII. Adjournment**

JB adjourned the meeting at 19:35. Minutes submitted by RT