



Meeting Minutes

December 20, 2021

I. Attendees

- VB: Executive Director
- BB: Barbara Barra
- KK: Kenneth Kreiler
- JB: Justin Blackman
- MW: Maureen White
- RT: Roger Tubby
- RG: Ron Gulyas

II. Call To Order

The WASCA Board of Directors meeting was called to order at 18:07 at the Senior Center.

III. Quorum

Currently the board has eight (8) members and therefore needs five (5) for a quorum. At this meeting we have six (6) members present.

IV. Last Month's Minutes

Last meetings minutes (November 15) not available. Roger to research and will submit annual meeting minutes also.

V. Treasurer's Report

MW sent out report. Cash is a little less, as expected. Edward Jones had Wendy and Carol on account. Wendy phoned to change names. IRS taxes are paid; penalties and interest *may* be abated. Audit has been started by Lee White (Barre). Approved unanimously.

VI. Director's Report

- Historical Society for holiday sing-along
- Pre-school @ Brookside cards – much appreciated.
- Garden club made Christmas mugs
- Kinney Drugs – giving tree – popular with home-delivered
- Justin brought some gifts and will also bring some clementines
- Cookie sale on Wednesday – Gale and Donna baking. Selling by the tray (12/\$15)
- Pop-up booster clinic – 64 people. Waterbury Ambulance very happy with turnout.
- Annual appeal – almost \$11,000. A lot of credit-card donations.
- Director's Report was accepted unanimously.



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VII. Board Discussion

- Facilities Update situation
 - o VB says things are happening. Talked to Bernie last week. Replacing outlets in kitchen and two more outlets in work area.
 - o Justin drafted a letter asking for updates for carpet, etc. We need one point of contact (VB?) at WASCA and at DownStreet.
 - o We have ant infestation. Exterminator coming in. It is building/neighbourhood wide.
 - o MW asked about possible rent increase.
 - o Carpeting status: will DownStreet pay? Is it in the lease? KK will check it.
 - o Sink spraying faucet could be electrical safety hazard
- ServTracker Update
 - o MW, RT, VB working on it.
 - o RT: history – Access DB (inherited from Lamoille?), maintained by Wendy. CVCOA would like its meal sites to use a common system. Migration to new system.
 - o MW: Had two trainings. Putting clients in slowly. Two months in parallel. Not live yet. One year license starting.
- Discuss Christmas bonuses for staff
 - o MW: cards to sign
 - o Gifts count as salary? Gross up amount on payroll?
 - o RT: board should be rewarding staff, not from CVCOA, donations, etc. KK: if everyone kicked in \$50 it'd be a total \$400. \$100 per 4 recipients?
- Center's booster policy
 - o Can we ask for proof of booster? Fully vaccinated? Do we need new vaccine card images? Guests?
 - o Do most people carry cards? On phone.
 - o JB: Let people know we want people to be fully vaccinated, boosted if possible. Make announcement on Wednesday. May be shut down soon anyway.
 - o Couple of centers have had to be closed because of outbreaks.
- Select Board presentation on Jan. 10.
 - o MW: What should we show?
 - Balance sheet;
 - BB: P&L, tell a good story
 - JB: stable, full and active board
 - Town funding request – keep it the same or increase? Bill Shepeluk retiring
 - RT: how much should we have in reserve to cover tough periods; replace hoods
 - o Town meeting day – have spokesperson
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- Inactive board members (Arlis)
 - o Four absences per year in by-laws
 - o Harder to get quorum
 - o JB will take the action
 - o Need ability to use technology
- Painting director's office
 - o Need small crew
 - o Jan 15/16?
 - o Couple of boxes that Phil dropped off.
- Next board meeting
 - o In person or zoom, hybrid

VIII. Adjournment

19:34 meeting adjourned.