

WASCA Board Minutes – March 20, 2023

1. Meeting Opening.

- a. Roll call
 - i. Meeting began at: 17:01
 - ii. The following Board Members were present:
Justin Blackman, Ken Kreiling, Barbara Barra, Maureen White, Roger Tubby
- b. Quorum
 - i. There were 5 members present. 4 members are necessary for a quorum, therefore we did meet the quorum requirement.

2. Prior Meeting Minutes

- a. Previously distributed by Roger
- b. Discussion
 - i. None
- c. Approval: Unanimous

3. Treasurer's Report

- a. Previously distributed by Maureen
- b. Discussion
 - i. Called Edward Jones today – needs more paperwork; don't do 'stand-alone' MM accounts
 - ii. Right on budget – town funding revenues will catch up over time
- c. Approval: Unanimous

4. Committee Reports

- a. Finance Committee
 - i. IRS Update
 1. Burlington revenue agent called back
 2. Looking for "reasonable cause" – may not have good one (lack of cash is not a good cause.)
 3. Awaiting manager approval.
 4. Only abatement on penalties, not on interest
 - ii. Town Funding
 1. All towns approved – getting about \$9,000 more this year
 - iii. Town Meeting Day
 1. Luncheon was well received - \$482 in donations
 2. Good to be there and have a presence; should have had better signage to direct voters to meals.
 3. Question on food costs, number of meals – don't have specific numbers
 4. Question about Duxbury representation

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- b. Fundraising Committee
- c. HR Committee
- d. Town Liaison Committee
- e. Volunteer Committee
- f. Facilities Committee
 - i. Stove hood project
 - 1. Nevtec visited and talked about 9' long encapsulating stove and cookers
 - 2. Need fire-marshall approval – meeting on March 27.
 - 3. Get updated numbers – talk to landlord and town for permitting.
 - 4. Last fire-marshall inspection might have been in 2005. Brookside kitchen may be out of compliance also.
 - 5. Circle back on the Vermont Community grant later when we have the numbers

5. Old Business – what wasn't addressed in a committee

- a. Bingo
 - i. Dates suggested:
 - 1. Sunday afternoon (Donna and Char)
 - 2. April 23; skip May; and then get on a monthly schedule
 - 3. No vote – unless objections
 - 4. Need paperwork filed with state [MW]
- b. Coverage for Char time off in March
 - i. Off this Thur/Fri/Mon – kitchen covered, MW, Marybeth
 - ii. Put in assignments in calendar [MW]
- c. Emergency Readiness Plan
 - i. On file with CVCOA – needs updating
 - ii. Roger to update [RT]
- d. Discuss Center closing on snow days.
 - i. The policy to close for the day needs to be revisited.
 - 1. Tuesday – Donna/Char had to come in thinking that Rotary was meeting – it had been canceled. They used PTO and we closed center since no staff was there.
 - 2. Perhaps go back to when schools closed?
 - a. Is this a automatic day off?
 - b. Propose to revert to prior policy that when schools have announced closures then we will be closed
 - c. Publicize widely what the practice will be.
 - d. Update handbook [BB]
 - e. 4 in favor, 1 abstention - PASSED
 - ii. Sending out frozen meals a day ahead for non-delivery days – this works
- e. Update on therapy dog event
 - i. Dogs cute, treat-motivated. Maybe not “therapy” dogs. On Roundabout.

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- ii. Couple with movies or bingo?
- iii. Happy to continue with once-a-month with Char leading.
- f. Signatures on volunteer
 - i. For policy changes? Significant only?
 - ii. Send electronically (email) – either way / printout
 - iii. Volunteers vs. Employees? Contractual? Staff should sign also.
 - iv. Employee manuals change – significant? Does it need a signature? Yes.
 - v. **BB** to update manuals with signature; **RT** to chair subcommittee

- 6. Prior Action Items
 - a. Excel workbook was distributed to the board

- 7. New Business – items that weren't brought before the board earlier and assigned to a committee.
 - a. None

- 8. Meeting Close
 - a. Set date/time and location for next board meeting: April 17 at 17:00 via Zoom
 - b. Adjourn at: 17:59

- 9. Executive Session
 - a. Not recorded