



TOWN OF ROXBURY CONNECTICUT

Senior Center Board of Directors

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY SENIOR CENTER BOARD OF DIRECTORS REGULAR MEETING JANUARY 7, 2016

MINUTES

CALL TO ORDER

The meeting was called to order by Acting Chair Joanne Logan at 7:22 PM.

IDENTIFICATION OF MEMBERS

Board of Directors Present: Joanne Logan, Marilyn Kaynor, Tori Baldwin and Rich Burmann.
Senior Center Director: Linda Wahlers

APPROVAL OF MINUTES

The Secretary's Report - Minutes of the 12/03/15 Regular Meeting

A motion was made to approve the minutes of the Regular Meeting of 12/03/15. Motion by M. Kaynor, seconded by T. Baldwin and carried unanimously.

REGULAR REPORTS

Director's Report

The Director's Report dated December 2015 was distributed and reviewed. The Senior Bus was discussed. Joanne Logan suggested a bus log to confirm there is no conflict in scheduling. Linda Wahlers explained that they have a calendar for that purpose.

Friends of the Roxbury Senior Center Report

Marilyn Kaynor reported on the Annual Appeal. Receipts to date are at \$5,475 and more donations are still coming in. They are on track with what was received last year. The Friends have committed to contributing \$13,000 to the Center this year. Linda Wahlers reported that the Friends have been very generous with the Senior Center and it is very much appreciated.

The Festival was very successful. The group discussed some suggestions for next year and Marilyn Kaynor agreed to bring the ideas discussed to the table at the Friends meeting.

Marilyn Kaynor reported that Soup's On continues to be a very successful fundraising event.

B.O.D. Treasurer's Report

Joanne Logan reported that there have been no changes.

OLD BUSINESS

Consideration of Appeal Letter

Tori Baldwin reminded the group that the Board has been considering doing a separate appeal letter with the intent of reaching out to those who were not on the Friends' mailing list. This appeal would list all the uses of the Senior Center including its use as a Community Emergency Refuge Center. It was agreed that if this is something that is to go forward then Margo Terwillger should be brought in on the Conversation. The concern is that such an appeal would have an impact on the Friends' fundraising appeal.

Joanne Logan explained that this is a Board of Directors and is not a fundraising board. That function is delegated to the Friends or Linda Wahlers. Additionally, most organizations do not send two appeal letters per year. Rich Burmann described a process he is familiar with where different groups of people get different letters; however,

no person receives two letters. This discussion was tabled until the March meeting. It was noted that February's meeting will be to review the proposed budget.

NEW BUSINESS

Linda Wahlers explained that is unknown what the Town will do with the Land Trust building space once it is available. She acknowledged that the rent the Town collects is a source of revenue that supports this building. However, she has expressed the fact that the Center could make good use of the extra space.

BY-LAWS & POLICIES

N/A

PROGRAMS

Linda Wahlers reported that she and Jerrilynn Tiso are working on coming up with new ways for the Senior Bus to work for the townspeople. She explained that many of the best ideas come from the patrons.

Joanne Logan suggested a wine and food appreciation class. Marilyn Kaynor reported that Friday night dinners were very successful; however, the Friends have no interest in hosting such an event. Linda Wahlers agreed those dinners were great outreach to the community and brought new many patrons to the Senior Center. Although, they were not a great fundraising event.

ADJOURNMENT

A motion was made to adjourn the meeting at 8:28 PM, by R. Burmann, seconded by T. Baldwin and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

*These minutes are not considered official until approved at the next Regular Meeting of the
Roxbury Senior Center Board of Directors*



TOWN OF ROXBURY CONNECTICUT

Senior Center Board of Directors

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY SENIOR CENTER BOARD OF DIRECTORS REGULAR MEETING FEBRUARY 4, 2016

MINUTES

CALL TO ORDER

The meeting was called to order by Chairman Bill Curren at 7:16 PM.

Board of Directors Present: Bill Curren, Joanne Logan, Tori Baldwin and Rich Burmann.

Senior Center Director: Linda Wahlers

REGULAR REPORTS

The Secretary's Report- Minutes of the 01/07/16 Regular Meeting

A motion was made to approve the minutes of the Regular Meeting of 01/07/16. Motion by J. Logan, seconded by T. Baldwin and carried unanimously.

It was noted that Margo Terwilliger wanted to clarify the fact that the Soups On program is not a major fundraiser. It is designed to be outreach with very little profit; however, any profits will be deposited to Friends' account.

Director's Report

The Director's Report dated January 2016 was distributed and reviewed. A Coffee and Conversation was held to discuss ways to use the new senior bus. Many people contributed ideas. A Saturday trip is being scheduled to attend the CT Spring Antique Show. This will be great outreach to those Seniors who work during the week and usually do not get an opportunity to participate in the trips. It was agreed that there is no need for Director Wahlers to be present because the bus driver is a Town employee and will be responsible to make sure everyone gets back to the bus safely. Board Member Rich Burmann will also be in attendance to make sure all goes smoothly.

Charlie Roxburgh is volunteering at the Center and has been a delightful addition. Those who attended his Infinite Design Group were pleased with the program. The Board noted that Mr. Roxburgh is a welcome asset to the Center.

The Board discussed future Center programming, activities and trips. Director Wahlers explained that what the Center offers is under continual reassessment. She assesses the patrons interests and adjusts programming accordingly.

Friends of the Roxbury Senior Center Report

Linda Wahlers will be meeting with the Friends tomorrow and she believes they will discuss their upcoming program ideas. The Friends have voted to generously contribute \$13,000 to the Center once again this year.

B.O.D. Treasurer's Report

Joanne Logan reported that there have been no changes.

OLD BUSINESS

N/A

NEW BUSINESS

Use of the Senior Bus

Linda Wahlers explained that Barbara Henry asked that she become more involved with the offerings for the Senior Bus. She and Jerrilynn Tiso have been working on ideas such as a Lunch Bunch and Monday Movies. Chairman Curren questioned whether additional costs are being incurred that need budget consideration. Director Wahlers advised that she feels like they are in a good place with this currently, but will advise if any problems arise.

Proposed Budget Review

Director Wahlers distributed a FY 2016-2017 Development Report along with the senior Center Director's Budget Notes Proposed FY 2016/2017 Budget.

Operating Budget:

The members reviewed budget vs. actual over the course the last three years and made the following changes to last years' requests:

- Heating: Reduced from \$12,000 to \$11,000 heating costs down
- Electric: Reduced from \$8,200 to \$7,800 usage down
- Telephone: Increased from \$850-\$900 usage up
- Cleaning Service: Reduced \$5,800 to \$5,300 actual numbers reported as down
- Maint. Contracts: Increased from \$6,850 to \$7,000 anticipated increase
- Postage: Discussed sending electronic copies; however, will hold the line
- Office Supplies: Increase from \$300 to \$500 increased usage of printing and cost of ink
- Printing: Increase from \$1,530 to \$1,600 quote for next years services has not yet been received
- Programs: Increase from \$20,030 to \$22,300 to allow for more programs trip.
- The Board held line on all other line items.

Capital Expenses

Capital Expenditures for painting for the entire first floor interior and exterior touch up will be requested for 16/17. Future Capital Expenditures expected include carpeting replacement and retiling of bathrooms for 17/18. The possible replacement or the restoration of the second floor flooring and painting of second floor will be requested for 18/19. In FY 19/20 exterior paint is expected to be required.

The Board felt it is important that they understand the upcoming costs associated with these Capital Expenses. Director Wahlers explained that the Town requests upcoming projected expenses so the Town can plan accordingly.

Motion to accept the proposed FY 16/17 Senior Center Budget. Motion by J. Logan, seconded R. Burmann and carried unanimously.

BY-LAWS & POLICIES

N/A

PROGRAMS

See Director's Report

ADJOURNMENT

A motion was made to adjourn the meeting at 8:59 p.m. by R. Burmann, seconded by T. Baldwin and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Senior Center Board of Directors

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY SENIOR CENTER BOARD OF DIRECTORS REGULAR MEETING MARCH 3, 2016

MINUTES

CALL TO ORDER

The meeting was called to order by Chairman Bill Curren at 7:25 PM.

IDENTIFICATION OF MEMBERS

Board of Directors Present: Bill Curren, Joanne Logan, and Rich Burmann.

Senior Center Director: Linda Wahlers

APPROVAL OF MINUTES

The Secretary's Report- Minutes of the 02/04/16 – Regular Meeting

It was clarified that the funds budgeted for the bathroom flooring is for replacement rather than retiling.

A motion was made to approve the minutes of the Regular Meeting of 02/04/16 as amended. Motion by R. Burmann, seconded by J. Logan and carried unanimously.

REGULAR REPORTS

Director's Report

The Director's Report dated February 2016 was reviewed. The visits to the Center in February were in good numbers considering the weather challenges. The watercolor class began and was well received. It seems to be drawing some new patrons to the Center.

The refrigerator required a repair in February. Director Wahlers reported that the Center is in good shape with regard to the budget for Building and Grounds.

Friends of the Roxbury Senior Center Report

No report - The Friends will next meet in April.

B.O.D. Treasurer's Report

Joanne Logan reported that there have been no changes.

It was clarified for the Board that funds were requested in Capital Expense Budget for FY 15/16 for the new stove; however, this request was not funded as the Town requested that the funds set aside in the BoD Fund be utilized for the stove purchase.

OLD BUSINESS

Chairman Curren discussed fundraising and suggested it be encouraged that the entire town be approached with regard to an appeal. It was noted that the community is continuously being reminded of the value of the Senior Center in many different ways. Additionally, people's financial circumstances change from year to year. It will be a missed opportunity to maintain a relationship with the community if an appeal is not sent to all of the households.

Rich Burmann suggested that a member write a compelling letter expressing what the Center does for the community. He noted that the newsletter reaches every household and questioned whether this would be something that can be included. Bill Curren explained that an appeal letter is a more personal approach.

Linda Wahlers reminded the Board that every taxpayer supports the Senior Center when they approve the budget. She feels that there is a very real appreciation that the Town provides this service.

It was agreed that this would be further discussed at the next meeting with the Friends.

NEW BUSINESS

The group discussed the status of the Land Trust portion of the Senior Center building. Director Wahlers reported that she has spoken with the Selectmen's Office about how the space would be useful to the Center. She is not aware that a decision has been made regarding the space. It was noted that it might be a good idea to have some specific thoughts of how the Center would use the space should it become a possibility.

BY-LAWS & POLICIES

N/A

PROGRAMS

See Director's Report

ADJOURNMENT

A motion was made to adjourn the meeting at 8:20 PM, by R. Burmann, seconded by J. Logan and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Senior Center Board of Directors

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY SENIOR CENTER BOARD OF DIRECTORS REGULAR MEETING APRIL 7, 2016

CANCELLATION NOTICE

The Regular Meeting of the Roxbury Senior Center Board of Directors scheduled for April 7, 2016 has been cancelled. A Special Meeting will be held April 14, 2016 at 7:15 p.m.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Senior Center Board of Directors

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY SENIOR CENTER BOARD OF DIRECTORS SPECIAL MEETING APRIL 14, 2016

MINUTES

CALL TO ORDER

Meeting called to order at 7:24 PM by meeting chair Bill Curren.

IDENTIFICATION OF MEMBERS

Present: Bill Curren, Tori Baldwin, Joanne Logan, Rich Berman
Senior Center Director: Linda Wahlers

APPROVAL OF MINUTES

Minutes of the 3/7/16 Regular Meeting

The Minutes of the 3/7/16 Meeting were distributed and reviewed. A motion was made to approve the minutes. Motion by Rich Berman, Seconded by: Joanne Logan and carried unanimously.

REGULAR REPORTS

Director's Report

The Director's Report dated March 2016 was distributed and reviewed. Linda Wahlers reported that the Watercolor Classes were very successful and hopefully can be offered again in the future. She also reported that there was an issue with the Mah Jong group as to the venue for their program but it has been resolved for the time being.

Friends of the Roxbury Senior Center Report

No report

B.O.D. Treasurer's Report

The updated financials were distributed and reviewed by members.

J. Logan reported that a donation was made in March 2016 for \$5500 from William Baldwin and Chynna Phillips in honor of Graydon and Anna Carter of Roxbury. A note of thanks has been sent by Barbara Henry.

A donation was also made in February 2016 by the Szymanski family and a note of thanks has been sent.

OLD BUSINESS

BOD Community Outreach

Discussion centered on how and if the board should take a more active role in Community Outreach. It was suggested that the Roxbury Senior Center Board and the Friends of the Roxbury Senior Center should meet to discuss ways we can be of help and support to one another. B. Curren will invite M. Terwilliger to our next meeting.

NEW BUSINESS

Roxbury Land Trust Offices

The Board toured and inspected the area and suggestions were made as to the best use of this space. L. Wahlers expressed that the Senior Center could definitely use the space – i.e., for programs; activity room; tech area. With this area being in the same proximity as the Senior Center, it would enable the Center to offer more and enhanced options/programs to the Seniors in Roxbury. The Board felt that this area would also allow our Board, the Friends,

and other Senior Center Groups a conference area where they could meet without disrupting ongoing activities. The Board felt this expanded area would be a strong addition to the Senior Center.

B. Curren will email Barbara Henry regarding the Board's recommendations.

BY-LAWS & POLICIES

N/A

PROGRAMS

Discussion centered around the use of the "Soups On" sign that is put out front on Tuesdays. While it is a helpful reminder to the town of the event, and hopefully encouraging more attendees, suggestions were made on ways to have more soup available for purchase.

Linda Wahlers reported that use of the Senior Van is encouraged and feels the Van will be used more as town seniors get more familiar with it. Linda will ask the Center members for their suggestions on how to best utilize the Van.

ADJOURNMENT

A motion was made to adjourn the meeting at 9:33 PM by Tori Baldwin seconded by Rich Berman and carried unanimously.

Respectfully submitted,

Joanne Logan

Joanne Logan



TOWN OF ROXBURY CONNECTICUT

Senior Center Board of Directors

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY SENIOR CENTER BOARD OF DIRECTORS REGULAR MEETING MAY 5, 2016

MINUTES

CALL TO ORDER

The meeting was called to order at 7:19 pm by Chairman Bill Curren.

IDENTIFICATION OF MEMBERS

Present: Bill Curren, Tori Baldwin, Joanne Logan, Rich Burmann, Marilyn Kayner

Senior Center Director: Linda Wahlers

Friends of the Senior Center: Margo Terwilliger

APPROVAL OF MINUTES

Minutes of the 4/14/16 Regular Meeting

The minutes of the 4/14/16 meeting were distributed and reviewed.

A motion was made to approve the minutes of the 4/14/16 Special Meeting. Motion by Tori Baldwin, seconded by Bill Curren and carried unanimously.

REGULAR REPORTS

Director's Report

The Director's Report dated April 2016 was distributed and reviewed. The Senior Bus is a wonderful new resource that people are using more. A volunteer for the Yale Center for British Art is coming in June to do a presentation. A trip to the Yale Center and a study group will be offered. There are a lot of opportunities to explore in New Haven.

Lunch and a movie is becoming more popular. Those attending have a choice of several movies. The group expressed their fondness of Bob, who does a wonderful job driving the bus and escorting the group.

Friends of the Roxbury Senior Center Report

Margo Terwilliger noted that all events are in their planning stages. The Holiday Festival will take place as usual. Another idea they are considering is a Harvest Dinner.

B.O.D. Treasurer's Report

No report

OLD BUSINESS

BOD Community Outreach- discussion with Friends

Margo Terwilliger reported that the appeal did slightly better than the previous year. They chose to send to only those who have given in the past; however, she expects to send out the appeal town wide this year which will be mailed in October.

Bill Curren spoke about the possibility of the Board of Directors reaching out to those who may not be familiar with the Center and share what is offered here. It was noted that currently a newsletter goes out regularly sharing this kind of information.

Ms. Terwilliger suggested that she may send out an appeal letter to ongoing supporters and a different appeal letter to those who may want to know more information about the Center.

The Board noted their appreciation to the Friends for subsidizing a very large portion of the programming for the Senior Center. The Board members offered their support wherever it is needed.

Roxbury Land Trust Offices - update

Chairman Curren wrote to Barbara Henry advising that the Senior Center is very interested in the use of the Land Trust space once it becomes available. He received a positive response from Barbara Henry. Linda Wahlers reported that the COA was also very supportive of this plan. It was noted that the Selectmen will continue to consider this proposal.

NEW BUSINESS

N/A

BY-LAWS & POLICIES

N/A

PROGRAMS

N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 8:36 PM by Tori Baldwin, seconded by Rich Burmann and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Senior Center Board of Directors

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY SENIOR CENTER BOARD OF DIRECTORS REGULAR MEETING JUNE 2, 2016

CANCELLATION NOTICE

The Regular Meeting of the Roxbury Senior Center Board of Directors scheduled for June 2, 2016, 2016 has been cancelled due to lack of a quorum.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Senior Center Board of Directors

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY SENIOR CENTER BOARD OF DIRECTORS REGULAR MEETING SEPTEMBER 1, 2016

MINUTES

CALL TO ORDER

The meeting was called to order at 7:31 p.m. by Chairman Bill Curren.

IDENTIFICATION OF MEMBERS

Present: Bill Curren, Tori Baldwin, and Rich Burmann
Senior Center Director: Linda Wahlers

APPROVAL OF MINUTES

Minutes of the 5/05/16 Regular Meeting

The minutes of the 5/05/16 meeting were distributed and reviewed. A motion was made to approve the minutes of the 5/05/16 Regular Meeting. Motion by Tori Baldwin, seconded by Rich Burmann and carried unanimously.

REGULAR REPORTS

Director's Report

The Director's Report dated June, July and August 2016 was confirmed as received and reviewed by the members. The Board was delighted with the frequent use of the Senior Bus over the summer months. Permission from the State has been requested to be allowed to bring the bus to New York.

Tori Baldwin discussed the monthly luncheons and cancelations of reservations. Linda Wahlers reported that they have been able to find a way to sell the extra lunches due to cancelations. She has also reminded the patrons the importance of keeping their reservations or calling to cancel.

Friends of the Roxbury Senior Center Report

No Report

B.O.D. Treasurer's Report

No report / No Change

OLD BUSINESS

Roxbury Land Trust Offices - update

The offices have been painted and discussions for usage are underway. A public office space and a television room are possibilities.

Linda Wahlers requested the use of the Graydon and Anna Carter gift to purchase three folding card tables, twelve chairs, and an end table for a lamp to place near a comfy chair to make the rooms welcoming. She presented photo of her selections. The cost of 12 more arm chairs identical to chairs previously purchased for the Center will be \$1,140 plus \$279 shipping. The three folding card tables are \$53 each and \$90 for an end table. She also shared a photo of a game console in the amount of \$119.

Bill Curren questioned the quality of the folding tables. Linda Wahlers agreed to purchase one table from her Misc. Budget Line so it can be examined for its quality.

A motion was made to move forward with the purchase the twelve chairs in an amount not to exceed \$1,500 to be used from the Graydon and Anna Carter gift. Motion by Tori Baldwin, seconded by Rich Burmann and carried

unanimously.

Examine Grant Opportunities

The Connecticut Community Foundation has grants available for older adults and technology for which the applications are due October 3rd. Director Wahlers explained that the Senior Center must ask for specific things for specific reasons as part of the application process. The Center would need to have a plan in order to go forward with this grant. It was noted that an opportunity to apply will be available next year as well.

NEW BUSINESS

N/A

BY-LAWS & POLICIES

The Computer Use Policy was distributed and reviewed. Revisions to the charges for printing was reconsidered. The Center will review the Library's policy and be prepared to further discuss this topic at their next meeting.

PROGRAMS

N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 8:45 p.m. by Tori Baldwin, seconded by Rich Burmann and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Senior Center Board of Directors

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY SENIOR CENTER BOARD OF DIRECTORS REGULAR MEETING OCTOBER 6, 2016

MINUTES

CALL TO ORDER

The meeting was called to order at 7:22 p.m. by Chairman Bill Curren.

IDENTIFICATION OF MEMBERS

Present: Bill Curren, Marilyn Kayner, Joanne Logan and Rich Burmann
Senior Center Director: Linda Wahlers

APPROVAL OF MINUTES

Minutes of the 9/01/16 Regular Meeting

The minutes of the 9/01/16 meeting were distributed and reviewed.

A motion was made to approve the minutes of the 9/01/16 Regular Meeting. Motion by Rich Burmann, seconded by Bill Curren and carried unanimously.

REGULAR REPORTS

Director's Report

The Director's Report dated September 2016 was reviewed. The group discussed the issue with the museum wax with regard to the art exhibit. The Board agreed that this will be a learning experience; however, it was agreed that in the future the Agreement signed by the artists should be further impressed upon and the section regarding damages to the Center will be highlighted.

The Board discussed the parking lot light that was run over. Director Wahlers reported that the Town is handling the matter of the repair.

Friends of the Roxbury Senior Center Report

No report

B.O.D. Treasurer's Report

Currently \$4,892 in unrestricted funds. Utilized \$1,419 for the purchase of the chairs. \$3,302 is available as restricted for computers.

OLD BUSINESS

Roxbury Land Trust Offices - update

The Commission reviewed the material and labor quote for the data wiring at the Senior Center from Mid-State Teledata.

- Material Cost \$2,059.00
- Labor Cost \$4,080.00

It was clarified that the Municipal Agent Office and former Land Trust area is where the problem is located. Director Wahlers explained that she was told that this would not guarantee that this would fix the problem the Center has and it was made clear that this is more than what is needed right now, but will fulfill future needs. The Board agreed that this is too costly and will look into wifi and booster.

The Board discussed whether building expenses such as wiring for the Municipal Agent's Office should fall under a capital expense rather than be taken from the Senior Center budget.

Furnishings Purchase

Director Wahlers reported that the chairs have been ordered and card tables are in place. The card players are loving their new room. The group discussed ordering a laptop with a docking system and monitor for the space and asked that this be compared with a traditional desktop. Director Wahlers would like to order some kind of book shelf for the room once the computer space has been determined.

Director Wahlers would like to refer to the additional rooms as multi purpose.

NEW BUSINESS

N/A

BY-LAWS & POLICIES - Computer Use Policy

Tabled

PROGRAMS

Director Wahlers reported that the senior community is interested in learning more about small devices such as smart phones and tablets. They would like to learn about practical applications.

The Seniors continue to enjoy utilizing the bus and it was clarified from the last meeting that the bus cannot be taken out of the State. Director Wahlers reported that the Center often pays admission for the trips and the other costs incurred are covered by the participants.

ADJOURNMENT

A motion was made to adjourn the meeting at 9:15 p.m. by Joanne Logan, seconded by Rich Burmann and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Senior Center Board of Directors

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY SENIOR CENTER BOARD OF DIRECTORS REGULAR MEETING NOVEMBER 3, 2016

MINUTES

CALL TO ORDER

The meeting was called to order at 7:16 p.m. by Chairman Bill Curren.

IDENTIFICATION OF MEMBERS

Present: Bill Curren, Joanne Logan, Tori Baldwin and Rich Burmann
Senior Center Director: Linda Wahlers

APPROVAL OF MINUTES

Minutes of the 10/06/16 Regular Meeting

The minutes of the 10/06/16 meeting were distributed and reviewed.

A motion was made to approve the minutes of the 10/06/16 Regular Meeting. Motion by Joanne Logan, seconded by Rich Burmann and carried unanimously.

REGULAR REPORTS

Director's Report

The Director's Report dated October 2016 was reviewed. Director Wahlers shared some of the Friend's upcoming plans as well.

Friends of the Roxbury Senior Center Report

No report

B.O.D. Treasurer's Report

Joanne Logan reported that there have been no changes to the accounts and noted that the cost of the chairs has not yet been expended. Director Wahlers updated the Board on the status of the new chairs that were ordered for the Center. She agreed to follow-up further with the supplier tomorrow.

The funds set aside for computers were discussed. Joanne Logan agreed to look into the gift given for the computers and the specifics laid out regarding restrictions.

OLD BUSINESS

Roxbury Land Trust Offices

Computer / Wifi update - Director Wahlers reported that any wifi difficulties have been resolved. Charter will come next week to install the cable box and she will inquire as to their thoughts regarding a booster. She reported that First Selectman Barbara Henry requested that any computer purchase be consistent with the PCs the Town has so that the computer support can be familiar with the computers. The group discussed obtaining a Netflix subscription and Director Wahlers agreed to look into this.

NEW BUSINESS

2017 Meeting Schedule

A motion was made to accept the 2017 Regular Meeting Schedule of the Senior Center Board of Directors by Joanne Logan, seconded by Rich Burmann and carried unanimously.

BY-LAWS & POLICIES

Computer Use Policy

The group reviewed the Computer Use Policy. The printing charge was discussed and it was confirmed that the fee is the same as what is being charged by the Library. An honor system will be used for collecting the copy fees. A minor change was made to the wordage of the Policy. The Policy as amended will be reviewed and approved at the next meeting of the BoD.

PROGRAMS

N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 8:00 p.m. by Joanne Logan, seconded by Tori Baldwin and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Senior Center Board of Directors

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY SENIOR CENTER BOARD OF DIRECTORS REGULAR MEETING DECEMBER 1, 2016

MINUTES

CALL TO ORDER

The meeting was called to order at 7:17 p.m. by Chairman Bill Curren.

IDENTIFICATION OF MEMBERS

Present: Bill Curren, Joanne Logan, Tori Baldwin and Rich Burmann
Senior Center Director: Linda Wahlers

APPROVAL OF MINUTES

Minutes of the 11/03/16 Regular Meeting

The minutes of the 11/03/16 meeting were distributed and reviewed.

A motion was made to approve the minutes of the 11/03/16 Regular Meeting. Motion by Tori Baldwin, seconded by Joanne Logan and carried unanimously.

REGULAR REPORTS

Director's Report

The Director's Report dated November 2016 was reviewed. The group discussed the drop in attendance at the Matter of Balance classes. Director Wahlers explained that she feels this is merely due to this busy time of year. The VNA has been enthusiastic about offering this program again in the spring. Bill Curren recommended that the fall session begin earlier next year to avoid the 8 week session running into the holiday season.

Director Wahlers reported that the generator is not operational. Barbara Henry has approved the quote to replace the magnetic speed pickup for approximately \$1,700 to be paid for out of the Senior Center budget.

The group was reminded that the Holiday Festival is December 3rd 2:30-5:00 p.m.

Friends of the Roxbury Senior Center Report

Linda Wahlers reported that the Friends did a lovely appeal letter and they have been pleased with the response. She noted that the Holiday Festival has been well run and everyone has been most generous with the Center for this event. This has been an example of Roxbury at its very best.

B.O.D. Treasurer's Report

No report

OLD BUSINESS

Roxbury Land Trust Offices

The Center is awaiting a written estimate from an electrician to move the cable box downstairs to the multipurpose room. The verbal estimate is \$250-\$300. Jimmy Hurlbut provided a quote for a computer, monitor and printer that he felt would accommodate the Board's requirements for this equipment in the amount of \$939.97. Joanne Logan confirmed with Kim Baron that the restricted gift given for computers is to be used for computers, software, hardware and anything related to computers.

A motion was made to approve the purchase of computer, monitor and printer as recommended by J. Hurlbut in an amount not to exceed \$1,000.00 to be funded from the restricted gift account for computers. Motion by Tori Baldwin, seconded by Rich Burmann and carried unanimously.

NEW BUSINESS

Election of Officers for 2017

Chairman:

Tori Baldwin nominated Bill Curren as Chairman of the SC BoD for 2017. The nomination was seconded by Joanne Logan.

A motion was made to close nominations for Chairman. Motion by Tori Baldwin, seconded by Joanne Logan and carried unanimously.

A motion was made to elect Bill Curren as the Chairman of the Senior Center Board of Directors for 2017. Motion by Tori Baldwin, seconded by Joanne Logan and carried unanimously.

Treasurer:

Tori Baldwin nominated Joanne as Treasurer of the SC BoD for 2017. The nomination was seconded by Bill Curren.

A motion was made to close nominations for Treasurer. Motion by Tori Baldwin, seconded by Bill Curren and carried unanimously.

A motion was made to elect Joanne Logan as the Treasurer of the Senior Center Board of Directors for 2017. Motion by Tori Baldwin, seconded by Bill Curren and carried unanimously.

BY-LAWS & POLICIES

Computer Use Policy

Linda Wahlers distributed the amended policy with the small changes made at the last meeting.

A motion was made to accept the amended Computer Use Policy dated 11/3/16. Motion by Tori Baldwin, seconded by Joanne Logan and carried unanimously.

It was agreed that this policy will be posted by the computer.

PROGRAMS

N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 8:21 p.m. by Joanne Logan, seconded by Tori Baldwin and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary