

**MEETING MINUTES FOR
ACTIVE SENIORS, INCORPORATED
100 Harvest Street, Salinas, CA 93901
DATE: March 7, 2024**

1. **Call to order:** 1:00 PM

2. **Roll Call:**
 - a. **Present:** Bob Whitlock, Lionel Gill, Donna Elder-Holifield, Virginia Yeater, Laura Ruggieri, Janet Street, Witold Piekarski, Sera Hirasuna, Gerry Reynolds, and Linda Evans
 - b. **Absent:** Christine Higgins

Guests: Karen Towle, Sharon Piazza, Bob McGregor, Dwight Freedman, Wayne McDaniel, George Niesen, Margaret Neal, Shirley Jones, Jim Tripp, and Thad Evans

3. **Minutes of Previous Meeting:** Minutes of the February 1, 2024 Board Meeting were submitted and approved.

4. **Correspondence:** None

5. **Old Business:** President Bob Whitlock confirmed the following Committee members and Chairs:
 - a. Nominating Committee: Board Members are Gerry Reynolds, Donna Elder-Holifield, and Sera Hirasuna. Non-Board Members are Robert Pettit and Wayne McDaniel. A Chair will be selected at the Committee's first meeting.
 - b. Activities Chair is Sera Hirasuna.
 - c. By Law Change Committee Chair is Bob McGregor. Bob reported that the By Laws Committee has met and will present their recommendations at the next Board meeting.
 - d. Report of Retreat Action Committee Items for Follow up: Bob Whitlock stated that Committee Members are: Linda Evans, Wayne McDaniel, Bob McGregor, Donna Elder-Holifield, and Bob Whitlock. He noted that the purpose of Committee is to ensure that the ideas presented at the annual retreat are not forgotten. The committee has prioritized all the recommendations and are sending out requests to those we feel are responsible for implementing or discarding those recommendations. They will then report back to the Board their decisions. Linda Evans distributed **Attachment A** which will be sent out to ASI Retreat Participants.
 - e. Bob McGregor reported that front door installation will take place Tuesday, March 18 through Thursday, March 20. Activity participants will be directed to use the Pajaro Street entrance.

6. **New Business:**
 - a. Nominating Committee Guidelines Discussion: Bob Whitlock reviewed the Nominating Committee recommendations for Board participation **Attachment B**. The Board agreed to include the recommendations in the Nominating Committee's policies and procedures.
 - b. ASI Cookbook: Linda Evans noted that there have been requests for the soup recipes after the recent luncheon. George Niessen will design and print a soup recipes pamphlet and place a link to the recipes on the ASI website.

7. **Special Officer Reports**
 - a. **Director of Finance Report:** Bob McGregor gave the monthly treasurer's cash report. The average membership income will automatically decrease over the next months. All accounts are in good shape and ASI is in good financial status.

Special Officers Reports Continued

- b. ***Director of Tours Report:*** Sharon Piazza reported that she received positive comments regarding the recent cruise. There are still openings for the trip to Golden Gate Fields scheduled for May 4, 2024. Golden Gate is closing permanently in June. The Rosie the Riveter Museum trip in June has a wait list. August is the annual Mystery Trip, September a local wine tour, and October annual Fleet Week. Presently, there are no trips scheduled for November or December. Sharon and Loyann met with Pacific Grove Travel regarding a cruise to Alaska August 11 – 22, 2024. This is an 11 day inside passage cruise and includes transportation from Salinas to the pier in San Francisco. Flyers are available. Sharon reminded everyone that members must come into the office to register and to pay by check or cash for the trips.

8. Standing Committee Reports:

- a. ***Activities & Special Events:*** Chairman Sera Hirasuna distributed ***Attachment C*** “Our Vision for an Activity Schedule for 2024.” The Activity Committee Team is Sylvia Teixeira, Mary Ellen Parra, Naomi Gonzales, Francis Aguirre, Cynthia Tsukamoto, and Teresa Ortiz. Consultants are Elizabeth Birkeland, Aurelio Gonzales, and Loretta Salinas. Dwight Freedman, Jim Tripp, Michael Gaines, and Karen Towle will provide critical help. Proposed activities listed include quarterly new member orientations, fundraisers, bingo, theme dances, music concerts, movies, demonstrations, etc.
 - i. Activities & Special Events that are currently scheduled are the New Member Orientation on Monday, March 18 from 2:30 to 3:30 pm and the Zumbathon ASI Fundraiser on Saturday, April 27.
- b. ***Publicity:*** Wayne McDaniel reported that due to the increase in membership, ASI will only advertise in the December edition of *Health Matters* magazine. Laura Ruggieri announced that ASI will again hold Senior Resource Day. Date to be announced.
- c. ***Kitchen:***
 - i. Results of committee meeting(s): Lionel Gill stated that lunch policies are still under review including the take-out policy and free lunches for those in need. Recommendations will be made at next month’s Board meeting. Linda Evans was invited to attend the committee meeting. Those who have ideas for the Policy, please provide them in writing to Lionel. Lionel has researched various caterers and stated that most caterers charge between \$15 to \$18 per person, which only includes delivery, no serving. Lionel suggested hiring a cleaning firm to clean up after the lunches. The Committee will also research ASI’s kitchen capacity and the possibility of a fundraising BBQ.
 - ii. March 14, 2024 Luncheon – Reservation Deadline: Friday, Mar 8, 2024, 4:00 P.M. Corned Beef & Cabbage; Carrots, Potatoes, and Celery in a Butter Sauce; and Dessert.
- d. ***Technology/IT Committee:***
 - i. Workshops: Dwight Freedman stated that he and Jim Tripp have been updating the website and held a hands-on presentation on “Using the ASI Website.” Members felt the presentation was beneficial. Another website presentation will be held later this year.
 - ii. Website updates: Jim Tripp reported that he has added a “top of page” button to the ASI website pages. He noted that in the last thirty days there have been over 636 visitors to the website, 250 knew the ASI website address, others inquiries were through search engines. Most visitors were from the Salinas area.
- e. ***Nominating Committee:*** No report.

9. Standing Director Reports

- a. **Policy, Procedures, Info:** Linda Evans currently has no report.
- b. **Sunshine & Health:** Donna Elder-Holifield reported that eleven get-well and/or sympathy cards have been mailed this month. Donna personally wanted to acknowledge office volunteer Margaret Martinez for her helpfulness.
- c. **Facility Maintenance:** Bob Whitlock thanked Gene Street for his assistance on a maintenance walk-through following last month's meeting. He noted that replacement of the florescent lights will be a major project. Along with maintenance policies and procedures, a maintenance repair form is being created plus an annual maintenance calendar.
- d. **Facilities Use:** Margaret Neal reported that the Facilities Use Permit must be approved by the Board. The form will be presented at next month's Board Meeting for approval.
- e. **Programs/Speakers:** Janet Street reported that this month's program will be on "How the Grand Jury Works" and April's speaker will be Michael Ispen on "China Then and Now." Janet noted that a confirmed list of speakers and/or programs is posted on the back wall.
- f. **Director of Office Operations:** Karen Towle reported that the recently held office procedure meeting was very successful. Various issues were discussed and resolved. She reported that Total Paid Membership Amount is \$21,823; Total Paid Membership Count is 632; Total Unpaid Membership Amount: \$4,830; Total Unpaid Membership Count: 161; Total Membership Count: 793 and New Member Count is 100. Karen noted that the holiday closure list is in the newsletter and posted on the website.
- g. **Grants:** Dwight Freedman reported that the grant for the software program has been completed and was submitted to the Harden Foundation on February 27, 2024.

10. Additional Items for Discussion (not requiring action):

- a. Dwight Freedman reported that this month's food distribution program was very successful. 22 people volunteered, and over 200 people received food donations. Dwight is requesting all volunteers park on the street and more male volunteers are needed to unload heavy pallets. Volunteers are needed by 8:30 am.
- b. Dwight also wanted everyone to be aware that Zumba members are donating clothing to the homeless and are temporarily storing the donations at ASI. He noted that Loretta Salinas will be holding her Zumba classes at the Salinas Armory because of the large increase in attendance. There will be no charge to ASI.
- c. Bob Whitlock noted that the table set-up procedures for the luncheon are going well.
- d. Witold Piekarski asked about the possibility of additional Yoga classes. Bob Whitlock advised him to talk with the Activity Chair.
- e. Bob Whitlock noted the donation of the player piano with over 350 rolls from Karen Towle's neighbor.
- f. Wayne McDaniel mentioned that the Ukulele Club will perform for the Rotary Club in April and he, Dwight and Jim have been asked to show the ASI PowerPoint presentation to the Rotary Club.

11. **Future Agenda Items:** None

12. **Next Board Meeting:** Thursday, April 4, 2024, 1:00 p.m.

13. **Adjournment:** 3:00 PM.

14. **Respectfully submitted:** Virginia G. Yeater