1. **Call to order:** 1:00 PM.
2. **Roll Call:** Board Members: Bob Whitlock, Lionel Gill, Donna Elder-Holifield, Virginia Yeater, Christine Higgins, Laura Ruggieri, Janet Street, Sera Hirasuna, Gerry Reynolds, and Linda Evans

**Absent:** Witold Piekarski

**Guests:** Bob McGregor, Karen Towle, Dwight Freedman, Jim Tripp, Margaret Neal, Shirley Jones, Robert Pettit, Loretta Salinas, Stephen Doolittle, Paula Doolittle, and Debbie Bielsker.

1. **Minutes of Previous Meeting(s):** Minutes of the September 5, 2024 and of the October 18, 2024 Special Board Meeting were submitted and approved.
2. **Correspondence:** None
3. **President’s Report:** Bob Whitlock noted that a Board of Directors Luncheon will be held on Friday, January 31, 2025 at **noon** at the Harden Foundation, 1636 Ercia Street, Salinas, CA 93906.
4. **New Business:**
5. **New Board Member Slate of Nominations**: Donna Elder-Holifield distributed ***Exhibit A “***Nominating Report and Recommendations.” The Nominating Committee submitted the following slate to the Board: Mike Beck, Sandy Wightman, Margaret Neal, Yvonne Mraule, Robert McGregor, and Stephen Dolittle. Donna stated that since there are only five Board positions to be filled, Margaret Neal will not serve, but act in an advisory capacity. Following a discussion regarding the length of time a Board member may serve per the By-laws, a motion to approve the slate of officers was made. The motion was moved, seconded, and approved**.**
6. **Report of Ad Hoc Committee to create procedure for Board approval of Activities/Events:** Gerry Reynolds presented a draft of the procedure for Board approval. ***Exhibit B***. Further discussion will be held at an upcoming Board meeting.
7. **Reservations for Room A or B procedure is being created:** Bob Whitlock stated that all requests to reserve Rooms A or B be directed to him. Signs stating class in progress will be posted.
8. **Members only Activities and Events discussion and direction:** A discussion regarding whether to limit classes and activities to “members only” was held. Further research and analysis will be conducted.
9. **Half day close at noon on 11/27. Not on our list of scheduled closures on website. Need approval:** Bob Whitlock proposed closing ASI at Noon on Wednesday, November 27 prior to the Thanksgiving holiday. A motion to close was moved, seconded, and approved.
10. **Old Business:**
11. **Progress of My Senior Center Implementation:**  Dwight Freedman reported *MySeniorCenter* software has been installed, key tags have been issued to several activity groups, reports have been generated, and training will begin soon for office staff. Full operation is scheduled for February or March of 2025. Margaret Neal expressed the need to report progress to the Harden Foundation.
12. **Creation of Retreat Committee. Do we need one and why?** The pros and cons were discussed regarding holding a Board Retreat. The consensus of the Board was to hold a retreat to get acquainted, discuss Roberts Rules of Order, policies and procedures, and future objectives.
13. **Creation of a Board Member training/orientation ad hoc committee. Who would like to be on the committee?** The Board agreed that a committee was not necessary and that new Board member orientation and training could be accomplished at the Board Retreat.
14. **Creation of a Legacy/Scholarship Committee. Purpose: to find a way to assist ASI members that need financial assistance to participate at ASI. Subsidize cost of activities, lunch, special events:** Bob McGregor informed the Board that there is a Scholarship Fund that will subsidize members for lunches, class participation, etc. As Director of Finance, he merely transfers funds from the Scholarship Fund to the applicable expense. Bob Whitlock noted that most Board members are not aware of the fund and an application process needs to be created.
15. **Safety Committee Report**: Linda Evans reported that three new members with medical emergency experience attended the last Safety Committee Meeting. The Committee discussed the pros and cons of CPR, AED’s, etc. training. Members of the committee have been given individual assignments to complete before the next committee meeting which will be held on Wednesday, December 4 at 10:15 am in Room B.
16. **Special Officer Reports**
17. Director of Finance Report: Bob McGregor distributed the cash Income Vs. Expenses 2024 ***(Exhibit C)***. All accounts are in good standing and ASI is in sound financial condition. Bob also distributed ***Exhibit D***, the *2024 Actual 2025 Budget*. He noted that he had not received many estimated activity expenses for the remaining of 2024 and for 2025. He pointed out the increase in 2025 landscaping and housekeeping expenses. The Publicity budget for 2025 was discussed. Bob Whitlock will set a date and time for a meeting to further discuss the publicity budget.
18. Director of Tours Report: No report.
19. Director of Office Operations Report: Interim Director Linda Evans reported on the following:
20. Staffing of office: Linda stated that due to the increased activity in the office; sign-ups for membership, activities, questions, phone calls, etc., she is requesting two office volunteers per day, which requires additional volunteers.
21. Coverage: November & December: Linda distributedthe November and December schedule vacancies and encouraged Board participation. Office personnel training will be held November 11, 2024 at 10 am.
22. **Standing Committee Reports:**
23. Activities & Special Events:
24. Updated Calendar for balance of the year: Seru Hirasuna presented ***Exhibit E***, Report of Recent and Upcoming Activities. Upcoming activities include on November 24th, the Italian Cooking demo, and the New Year’s Eve Eve Appetizer Potluck on December 30th from 5 to 9 pm. A motion to allow attendees to bring alcohol to the Potluck was made. The motion was moved, seconded, and approved.
25. New Event-Medicare Plan Choice presentation by Library: Sera stated that the program is given by a consulting firm and express concerns holding the presentation at ASI. The Board agreed. Not approved.
26. Need for a Special Events Chairperson: Sera reiterated the need for two separate coordinators, one for Special Events which includes large social events such as fundraisers, dances, large concerts, etc. and one for Activities. Sera plans to continue as Activities Coordinator which includes classes and small events, such as cooking demos and educational presentations.
27. After Action Report: Volunteer Recognition Event: Linda Evans submitted ***Exhibit F*,** October 5, 2024, Recognition Event after action report. She noted that the event came in under budget and future events like this should be catered so the ASI kitchen staff and volunteers can enjoy the event.
28. Approval: New Year’s Eve Eve gathering: See #1 above.
29. Food Distribution Activity: Loretta Salinas reported that 324 bags of food were distributed last month. Traffic flow was excellent. November and December’s food distribution will be held on the third Thursday of the month due to the holidays. The Committee is preparing a list of necessities to facilitate distribution and to protect the volunteers on rainy days.
30. Publicity: No report
31. Kitchen: Lionel Gill noted that the “*special* menu” for the December lunch will cost $20 per person. The following updated procedures for luncheons were presented (***Exhibit G)***:
    1. 120 reservations will be taken, then a waiting list
    2. Reservations will be limited to” members only” with one guest
    3. Board members will no longer be pre-registered
    4. ASI members will take precedent over non-members on waitlist
    5. Signups for the next month’s luncheon will still take place on the day of luncheon

After the implementation of *MySeniorCenter*, Lionel and Dwight are working on a new system to speed up sign-up and sign-in procedures. Linda Evans requested the new procedures be put in writing so she can share them with the office volunteers. She noted that Sharon Piazza has provided written procedures for trips and tours for the office volunteers.

* 1. Updated procedure for Lunch sign ups. See above.
  2. Results of committee meeting(s)
     1. Dec 12 Luncheon. – Reservation Deadline: Friday, Dec 6, 2024, 4:00 P.M.
  3. Servers: No report by Margaret Neal.

1. Technology/IT Committee:
   1. Workshops: Dwight Freedman noted that no workshops are scheduled due to the holidays.
   2. Website updates: No updates from Jim Tripp.
2. **Standing Director Reports**
3. Policy and Procedures and Info Committee: Linda Evans reported that the committee is still working on an *Ethics Policy* and an *Annual Budget Questionnaire Policy*.
4. Sunshine & Health: Donna Elder-Holifield reported that nine get well cards and one sympathy card has been sent.
5. Facility Maintenance: Bob Whitlock gave the following report:
6. Rust in bathroom stalls has been removed and stalls have been painted @ $1400 cost
7. 3 window screens have been replaced @ cost $130.53
8. 3rd bid has been received for installing new outlets in office. The bid from Boss Electric was the lowest. Because of illness, he is unable to do the job. The second bid of $3,060 was from JM Electric. The third bid of $1,960 was from Daneco Electric. A motion to accept the Daneco bid was made. The motion was moved, seconded, and approved.
9. Facilities Use: Margaret Neal shared the request by Listening Place Reader’s Theater for December 15th from 12-4pm. A motion to approve was made. The motion was moved, seconded, and approved.
10. Grants: No report.
11. Programs/Speakers: Janet Street reported that November’s speaker is Adam Errahebi, Military and Veterans Affairs Office; and December’s luncheon program is the Senior Singers.
12. **Additional Items for Discussion (not requiring action):**
13. Kitchen redesign for increased lunch numbers: Lionel Gill will continue the research.
14. **Future Agenda Items:**  None

Next Board Meeting: Thursday December 5, 2024, 1:00 p.m.

Adjournment: 3:15 PM.

Respectively submitted, Virginia Yeater