

**APPROVED MINUTES SENIOR SERVICES ADVISORY BOARD**

**10:00 A.M.**

**October 5th, 2016**

**CITY OF DERBY**

**ROLL CALL**

GERALD BROWNLEE  
JIM BURGESS  
TOM DAVIDSON, SECRETARY  
DUANE DAY, VICE CHAIRMAN

JANICE NEAGLE  
DIANE SCHMITT, TREASURER  
ELEANOR UNDERWOOD, CHAIRMAN

**CITY STAFF**

BREANNA MONK  
KIM HART

**Public Forum**

**Agenda Item #1**

RE: TNT

BreAnna Monk let the Board know there will be a TNT dinner in November. BreAnna said the TNT Committee is still looking for volunteers to help with the project. Discussion was held. Tom Davidson said he and Sharon Davidson would be willing to help as needed. Tom said it takes about 6 volunteers to serve.

**Agenda Item #2**

RE: Advisory Board Fund Report September 2016

Diane Schmitt gave the Advisory Board Fund Report for September 2016. The deposits totaled \$276 and expenditures were \$1,065.02 with an ending balance of \$11,452.45.

MOTION: Duane Day moved to approve and file the Advisory Board Fund Report for September 2016. Tom Davidson seconded.

VOTE: 6 yea, motion carried.

**Agenda Item #3**

RE: Approve September 7<sup>th</sup>, 2016 Advisory Board Meeting minutes

MOTION: Gerald Brownlee made a motion to approve the minutes from the September 7<sup>th</sup>, 2016 Derby Senior Center Advisory Board meeting. Janice Neagle seconded.

VOTE: 6 yea, motion carried.

**Agenda Item #4**

RE: Approve September 2016 Derby Dash Scholarship Report

BreAnna Monk gave the report for the September Derby Dash Scholarship Report. There was \$48 used in scholarships and a \$500 Advisory Board Donation for Senior Riders leaving an ending balance \$735.

MOTION: Tom Davidson made a motion to approve the Derby Dash Scholarship Report for September. Duane Day seconded.

VOTE: 6 yea, motion carried.

**Agenda Item #5**

RE: Covered Dish

Janice Neagle will pick up the chicken for the October Covered Dish Lunch.

**Agenda Item #6**

RE: Krispies Chicken Update

Kim Hart stated she called Krispies and they could not have it ready in time and it was more expensive than Dillon's.

**Agenda Item #7**

RE: Volunteer Coordinator Position

BreAnna Monk stated there is now an office space set up for the Volunteer Coordinators Barbara Bulger and Christine Goodman. BreAnna explained the reason for two coordinators is so they can be scheduled in the allotted time where they can be the most helpful. They will work on larger projects and set up volunteers on other programs.

**Agenda Item #8**

RE: Fund Raising Letter

BreAnna let the Board know the fund raising letter has been approved by Ted Austin and Kathy Sexton. BreAnna said it is now with our legal department for final review and hopes it will be mailed out by November 1<sup>st</sup>. BreAnna reviewed with the Board all the fees involved in the printing, folding and mailing of the letter. Discussion was held and the Board decided they along with volunteers would do the folding, stuffing and labeling of the letters.

MOTION: Jim Burgess made a motion to donate \$1,000 towards the cost of the fund raising letter. Gerald Brownlee seconded.

VOTE: 6 yea, motion carried.

**Agenda Item #9**

RE: Center Enhancements

BreAnna explained there are several enhancements taking place at the Senior Center and they are painting the walls. BreAnna read the suggestions from the suggestion boxes and discussion was held. The suggestions will be listed in the Prime Times newsletter along with the responses and BreAnna is going to call each member whose name was provided. BreAnna read a suggestion for a softer floor in the fitness room. Jim Burgess asked for cost analysis and BreAnna said one will be provided at the next Board meeting

**Agenda Item #10**

RE: Cornerstone Committee

BreAnna let the Board know the name for the committee to work on fund raising for the senior center will be called the Cornerstone Committee. The Volunteer Coordinators will be staffing this committee. BreAnna let the Board know the Volunteer Reception will be December 12<sup>th</sup> and she asked them if they would be willing to contribute \$500 for this activity. BreAnna asked the Board if they wanted to have a Board meeting in December since that is the month for the Volunteer Reception. Discussion was held and it was decided to make that decision at a later date.

MOTION: Duane Day made a motion to donate \$500 for the Volunteer Reception. Tom Davidson seconded.

VOTE: 6 yea, motion carried

**ADJOURNMENT**

MOTION: Gerald Brownlee made a motion for adjournment. Jim Burgess seconded.

VOTE: 6 yea, motion carried.

Meeting adjourned at 11:25 a.m.

**Information:** The next Advisory Board meeting is Wednesday November 2, 2016 at 10:00 a.m.

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Eleanor Underwood, Chairman  
Senior Services Advisory Board

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Date