

**SENIOR CENTER OF ELK GROVE  
BOARD OF DIRECTORS REGULAR MEETING  
OCTOBER 15, 2024**

**Call to Order:** 3:15 pm

**Pledge of Allegiance:** Donald Simon

**Roll Call:** Sarah Bontrager, Linda Bradley, Dave Feinberg, Ken Frieze, Linda Floyd, Elaine Horton, David Melilli, Cheryl Sewell, Donald Simon, Maria Spann, Michelle Speth. Staff: Executive Director Christine Cuddy. Absent:

**Guests:** Jackie Cappola, Gloria Delgado, Laura Harris, Inel Haynes, Jamal Watkins

**Topics Not on the Agenda:** Linda Bradley stated Mary Gahart has resigned from the Board for personal reasons. Her position will not be filled at this time. With a smaller Board we are more effective. I also like leaving positions open in the event we find applicants that are more diverse.

**Approval of the September 2024 Minutes:** Minutes from the September 2024 meeting were approved as read.

**Review of Article VI and VII, Section 1 of the SCEG Bylaws:** Please see document attached. Minutes from Review of Article VI and VII, Section 1 of the SCEG Bylaws meeting were approved as read.

**Presentation of the August 2024 Financials:** Treasurer David Melilli presented the financials for August 2024. The unaudited financial statements provided by Daily Balance as of

August 31, 2024 are as follows: Total bank account assets was \$90,478, line 910 depreciation, was \$95, less total liabilities \$46,886, leaving an operative cash flow of \$43,686. Net operating income \$4,609.

As of the close of these financial statements, we had an accumulative positive net income of \$12,809.19, through August 31, 2024.

**Presentation of the September 2024 Financials:** Treasurer David Melilli presented the financials for September 2024. The unaudited financial statements provided by Daily Balance as of September 30, 2024 are as follows: Total bank account assets was \$89,089, line 910 depreciation, was \$95, less total liabilities \$47,216, leaving an operative cash flow of \$41,968. Net operating income \$4,621.

As of the close of these financial statements, we had an accumulative positive net income of \$16,736 through September 30, 2024.

Christine will provide Daily Balance with a new budget which will help to correct the financial statements.

**ACTION ITEM A: APPROVAL TO OPEN A NEW CAPITAL SET-ASIDE RESERVE ACCOUNT WITH AN INVESTMENT OF \$47,000.** It is recommended that a new Capital Set-Aside Reserve account be opened with an investment of \$47,000. Currently all monies are with Charles Schwab under the same account number. Daily Balance cannot separate these amounts on the statements they provide us. The Money Market Fund we favor is SNVXX with a 7-day yield of 4.58%, no contingent or short-term redemption fees, with no front load or back load.

Motion to approve opening a new Capital Set-Aside Reserve money market account with an investment of \$47,000 made by David Melilli. Second by Michelle Speth. **Motion carried.**

**ACTION ITEM B: APPROVAL OF THE UPDATED CAPITAL SET-ASIDE RESERVE POLICY.** The Senior Center of Elk Grove Capital Set-Aside Reserve Policy has been updated and requires Board approval to be implemented. A copy of the updated policy is attached.

Sara asked if we could get these types of documents when the agenda is sent to the Board. The Board would then have an opportunity to review the documents before the meeting. It would be helpful to use track changes when documents are revised to see the changes being made.

Motion to approve the updated Senior Center of Elk Grove Capital Set-Aside Reserve Policy made by David Melilli. Second by Cheryl Sewell. **Motion carried.**

**ACTION ITEM C: APPROVAL OF THE UPDATED FUNDS HANDLING POLICY.** The Senior Center of Elk Grove Funds Handling Policy has been updated and requires Board approval to be implemented. A copy of the updated policy is attached.

After discussion it was decided Linda and Ken Frieze will meet to revise the policy. The revised policy will be presented to the Board for approval at the November meeting.

**ACTION ITEM D: MOTION FOR A BYLAW REVIEW OF ARTICLE IX, SECTION 8 – QUORUM AND VOTING.** A review of Article IX, Section 8 of the Bylaws is needed to establish guidelines for setting an agenda, handling motions and abstentions and establishing a second policy to. A copy of Article IX, Section 8 is attached.

You have my written report and the minutes from the Bylaw meeting. I apologize for the confusion at the last Board meeting from the motion made by Dave Feinberg. Here is why: When the Bylaws were rewritten, we eliminated Robert's Rules of Order because they are cumbersome, difficult to follow and hamper open discussions for smaller boards.

We no longer have a specific guideline to follow for setting an agenda, handling motions and abstentions.

Ken said we should make every effort not to revise or modify the Bylaws and why can't we do this as a policy instead of doing a Bylaw revision. Linda said putting the change into a policy instead of revising the Bylaws would be best. This would be an operating policy. Sarah wondered how many times are we going to create a policy to handle this type of problem, wouldn't it be easier to use Roberts rules. Linda suggested creating a committee to review different rules and then recommend one that will fit our Board. Who would like to chair a committee? Christine said she will create a new policy and present it to the Board for approval.

Linda said until a new policy has been approved let's do the following:

1. Motions must be placed on the agenda prior to a Board meeting.
2. After the motion is made, then it is opened for discussion. After discussion, it can be brought to the floor to rescind. If not rescinded, then the motion goes forward and we vote.
3. Any Director can make a motion and put it as an action item on the next meeting agenda.
4. Action items that are not on the agenda will not be discussed unless it is an emergency (something unforeseen that requires immediate attention.)

After discussion no motion was made regarding Action Item D.

President Linda Bradley's Report: Please see written report attached.

Everyone should have in their handouts Christine's recent Job Description and updated Letter of Employment. Please take the time to read through it as it provides you with great insight as to how hard she works.

Committee Reports:

Transparency Ad Hoc Committee. Do you have anything to report? Cheryl said there are 13 different areas to be reviewed. Most questions people might ask are answered on the website. The 990, whistle blower policy and Articles of Incorporation will be added to website. The complaint chart does not need to be on website or given to members. We are indicating the Center is a 501(c)3 on more of our documents. Cheryl has never heard we are not being transparent. Gloria Delgado, a front desk volunteer, has heard we are not transparent. Gloria would like a transparency binder made for members to review.

Election Committee. Sarah is there anything you would like to ask or add? The committee will present a policy to the Board for review and approval.

Financial Committee. David Melilli is there anything you would like to add? Not at this time.

Today's theme is Active listening. Compliments to Ken in leading the Bylaw review meeting. Compliments Christine for the resource fair which was a great success. Christine will be purchasing a refrigerator, the one we have is way too small.

Executive Director's Report: Please see written report attached.

The current audit needs the engagement letter signed. The choices for 2024-2025-2026 are: audit/990 (\$8k) 990 (\$2.5k) 990 (\$2.5k) OR audit/990 (\$8k) review/990 (\$7k) review/990 (\$7k).

We have about 2300 members, 184 use Silver & Fit or Renew Active. Silver & Fit will be changing in January, hopefully they will keep us as one of their providers. We have received several large commissions from various Collette trips. There were problems with the Bodega Bay trip and a refund of \$45 has been given to the travelers. Holiday gift fair needs simple gifts to sell, please talk to Renee if you would like to make something.

Guest Comments/Questions:

Jamal Watkins is a new member and came here to say "thank you" for what we do. Imel Haynes is a new member and wondered why it is more expensive for someone to travel "single occupancy"? It is twice the hotel cost because they must provide a separate room. Chistine looks for people to share a trip together to cut costs. Christine will have Jay from Collette Travel discuss this at his next seminar. Laura Harris said it is her first time to see behind the scenes and thanked to Dave Melilli for taking time with her.

Meeting adjourned: 5:00 pm