

Members Present: Kerry Batres, Sarah Carpenter, Thom Fleury, Joan Kall, Katelin Moyer, Gloria Reynolds, Tre Robertson, Cindy Shanks, Scott Springer & Andrea Viets (Director)
Guests: Sally Grossnickle, Stacey Pepper,

Minutes

A quorum was established with 9 members present. Gloria Reynolds, board president opened the meeting.

Agenda item:	Approval of Agenda	Presenter:	Gloria Reynolds
---------------------	--------------------	-------------------	-----------------

Discussion:

Ms. Reynolds presented the meeting agenda. It was noted that discussion of the 2024 budget was missing from the agenda and that this item should be added to the New Business section.

Vote:

A motion was made by Ms. Reynolds and seconded by Mr. Springer to add the 2024 budget discussion to the New Business section and to approve the meeting agenda. The motion passed with no one abstaining or opposed.

Agenda item:	Secretary Report	Presenter:	Scott Springer
---------------------	------------------	-------------------	----------------

Discussion:

Mr. Springer distributed the Secretary Report via e-mail for the board meeting held on 9/13/23.

Vote:

A motion was made by Mr. Springer and seconded by Ms. Reynolds to accept the Secretary Report with no corrections. The motion was passed with no one abstaining or opposed.

Agenda item:	Treasurer's Report	Presenter:	Katelin Barrett
---------------------	--------------------	-------------------	-----------------

Discussion:

Ms. Barrett distributed the Treasurer's Report before the meeting for everyone to review.

- Highlights are the Bazaar, Pie Breakfast, and additional grant money associated with the Age Well foot clinic (which has been a very popular program).
- YTD income (through end of November) is at \$217,663 with grant contributions of \$175,373; contributions from the City of Burlington at \$88,000 (\$44,000 1/1/2023 – 6/30/2023, \$44,000 7/1/2023 – 12/31/2023). Program income is \$12,238 which includes Yoga, Bone Builders, Bingo, and Winter lights. Building space rental is at \$7,450 between Jazzercise of \$4,450 and Juneberry of \$2,350

- YTD expenses total \$114,390 with highlighted expenses of Custodial at ~\$280 per month, Transportation expense (van inspection, repairs, lift maintenance), and Building/grounds (Gardener’s supply in Q3, folding tables, storage)
- YTD Net Income is at \$103,273

Ms. Carpenter asked about future rental plans with Jazzercise and fair market value for the building rental space. Ms. Viets replied that there will be continued tight management of Jazzercise and that Juneberry is paying at fair market value.

Vote:

A motion was made by Ms. Barrett and seconded by Ms. Reynolds to accept the Treasurer’s report. The motion passed with no one abstaining or opposed

Agenda item:	President’s Report	Presenter:	Gloria Reynolds
---------------------	--------------------	-------------------	-----------------

Discussion:

Ms. Reynolds summarized the year’s accomplishments and noted the key contributions of the Participant Advisory Council (PAC) and Programming committees to “bring back programs to the Center that were lost due to COVID”. Financials are strong (including building rentals) and participation numbers are increasing. Future work on the Capital Expense Fund will be needed.

Agenda item:	Committee Reports	Presenter:	Gloria Reynolds
---------------------	-------------------	-------------------	-----------------

Discussion:

There were no formal reports.

- PAC - Ms. Reynolds noted that the PAC committee is meeting on a regular basis.
- DEI/Culture – Mr. Fleury provided a verbal overview of discussions with Zuz Kaiserova and Martha Molpus on how to make the Center welcoming for all in all aspects. Suggestions included: having ambassadors handing out brochures on what the Center does and ask participants what they want, forming discussion groups around various topics, and considering educational seminars.

Agenda item:	Director’s Report	Presenter:	Andrea Viets
---------------------	-------------------	-------------------	--------------

Discussion:

Ms. Viets distributed the End of the Year Director’s report prior to the meeting. Here is a very brief summary:

- Ms. Viets highlighted the multitude of successful fundraising and grant accomplishments that have enabled increased participation and growing capacity of various programs.

- Ms. Viets summarized the variety of programs offered in 2023, provided a preview of 2024 offerings and extended her deepest thanks to the Programming Committee for their contributions. Of particular note was the extensive food distribution offerings from congregate meals, to take-home meals, fresh produce and eggs, and free groceries.
- Trips continue to be planned with two December evening trips to view the Winter Lights exhibit at Shelburne Museum. The van is now parked at the Center full-time but CORE will continue to use the van two days per week.
- Ms. Viets concluded her yearend report by acknowledging and thanking volunteers, group leaders, and board members for their time and efforts to make the Center successful.

Questions and Comments:

Ms. Carpenter inquired whether the HCSC is able to accept charitable donations by way of credit cards. Ms. Viets said yes, but the webpages need to be updated to reflect this. As of 12/13/23, the webpages have been updated for both the "Donate Now" button near the bottom of our homepage and the Donations page under "How to Help."

Agenda item:	Old Business	Presenter:	Gloria Reynolds
---------------------	--------------	-------------------	-----------------

Discussion:

1. New Data System – Ms. Viets described a new admission system to electronically manage HCSC program participants is in the planning stages with a potential June’24 implementation target date. Participates would scan ID cards or plastic key tags on a touch screen prior to entering the Center for any activity

Agenda item:	New Business	Presenter:	Gloria Reynolds
---------------------	--------------	-------------------	-----------------

Discussion:

1. Recruitment – Ms. Reynolds reported that Ms. Ann Krasofski has agreed to join the board as a member starting in starting in January, 2024
2. 2024 Budget – Ms. Viets presented a 2024 budget proposal.
3. Future meetings are set for 2/7/24, 4/3/24, 6/5/24 (annual meeting), 8/7/24, 10/2/24, and 12/4/24 at 9:00am.

Vote:

A motion was made by Ms. Reynolds and seconded by Mr. Fleury to accept Ms. Krasofski as a member of the board. The motion passed with no one abstaining and no one opposed.

Agenda item:	Executive Session	Presenter:	Gloria Reynolds
---------------------	-------------------	-------------------	-----------------

The board went into an executive session to discuss a personnel matter.

Agenda item:	New Business – Salary/Benefits	Presenter:	Gloria Reynolds
---------------------	--------------------------------	-------------------	-----------------

A motion was made by Ms. Reynolds and seconded by Ms. Barrett to accept salary and benefits proposal as discussed. The motion passed with no one abstaining and no one opposed.

Agenda item:	Public Forum	Presenter:	
---------------------	--------------	-------------------	--

Discussion:

No discussion.

Agenda item:	Adjournment	Presenter:	Gloria Reynolds
---------------------	-------------	-------------------	-----------------

Discussion:

A motion was made by Ms. Reynolds and seconded by Mr. Springer to adjourn the meeting. The motion passed with no one abstaining or opposed.