

**CLARENCE SENIOR CITIZENS, Inc.
4600 THOMPSON ROAD
CLARENCE, NY 14031**

**REGULAR BOARD MEETING
Date: August 8, 2024**

Meeting called to order in Room 7 at 9 am by Chair Lori Adams.

ROLL CALL

PRESENT: Lori Adams, Jim Blum, Kathleen Bryant, Brendan Cullinan, Bob Hoag,
Michael Ramaccia, Paul Schulz, Jay Steinbrenner, Thomas Ternquist.

EXCUSED: Carol Gettings, Wayne West.

Executive Director: Heather Kraemer

Town Board Liaison: Daniel Michnik (not attending)

PLEDGE OF ALLEGIANCE/MISSION STATEMENT - Thomas Ternquist.

SECRETARY'S REPORT- Jim Blum

Minutes - June 13, 2024 Regular Board meeting minutes distributed. No corrections known.
Motion to accept draft minutes of June 13, 2024 made by Jim Blum. Second by Thomas
Ternquist. Voting to approve draft June 13 minutes aye (7) Blum, Bryant, Cullinan, Hoag,
Ramaccia, Steinbrenner, Ternquist.
Voting nay (0). Voting abstain (1) Schulz.
Motion carried.

Special Rules of Order - Approved last month will be in the Policy Manual.

TREASURER'S REPORT - Bob Hoag

Financials - Reviewed selected line items from the June 2024 Balance Sheet. Cash lower than
last year because the stipend from the Town made cash look high in June last year.
Investments are holding very well and will be covered in the Finance report. There is non
realized gain in the investment account. Everything is pretty much on target.

BOARD CHAIR REPORT - Lori Adams

Basket Raffle Contribution - We will collect from Board members at the end of this meeting.

Vice-President Surgery - Carol Gettings is doing well from surgery and expects to be back in
September.

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EXECUTIVE DIRECTOR'S REPORT - Heather Kraemer

COF July 2024, August 2024

As of 07/31/2024 - Paid members 945; Total bus mileage 44,740

Month of July - New Members 14; Total Attendance 1,573; Activities 1,587;
Special Events 435; Off-Site Events 161; Meals Served 773; Meals (frozen) 493;
Shuttle Riders 96; Shuttle Miles 1,450.

Comments - Reviewed June and July highlights. New member signups are climbing again. Office Administrator replacement started August 1. She is working on the Basket Raffle and starting to learn the position. We have about 700 gift cards for the basket raffle. A special donation of a Yeti cooler with several nice contents will be a separate item.

June & July Highlights - In addition to our regularly scheduled programs.

06/03, 06/17, 07/1, 07/15 Paula's Donuts
06/04, 06/25, 07/16 Bingo Bash
06/04, 06/11, 06/18, 06/25, 07/09, 07/23, 07/30 Dinner and a Movie
06/06 Music and Pastries
06/06, 06/11, 06/14, 06/24, 07/02 University Express
06/09 Desiderio's Dinner Theater (Diners)
06/10, 07/08 Greeting Card class
06/10, 07/08 Independent Health
06/12 Driving Class
06/12, 06/26 Computer Help
06/14, 07/19 Picnic in the Park with Music
06/19 Juneteenth Lunch
06/20 Welcome Summer Lunch
06/21, 07/29 Birthday Lunch
06/25, 07/17 Breakfast at the Center
06/25 Downsizing in-service
06/27 Music Trivia
06/28 Friday Movie
07/01 Book Club
07/02 Laughter Yoga
07/03 Independence Day Lunch
07/09 Casino Trip
07/10 United Healthcare
07/11 Univera
07/16 Drum Class
07/24 Erie County Picnic
07/25 Christmas in July Lunch
07/26 Caregiver Healing Circle

Future Events

08/17 Annual Basket Raffle - Doors open at 11 am, raffle drawing at 1 pm

09/25 "Night Fever - Bee Gees Tribute @ Walters Family Theater - Ontario, Canada

10/23 Housing Fair @ Clarence Town Park Clubhouse - 9 to 11 am with Akron/Newstead.

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EXECUTIVE & PEC - Lori Adams

COF Exec 07/11/2024, 08/01/2024

Executive Committee - Met to set agenda for this Board meeting.

Performance Evaluation Committee (PEC) - Did not meet.

FINANCE - Brendan Cullinan

COF 07/18/2024

Finances - Doing much better than last year. Very positive with good cash flow.

Investments - Doing very good through July.

MYSENIORCENTER - Committee discussed this software for kiosk check in, as a time saver, and other benefits. Will be discussed under New Business.

MEMBERSHIP & PROGRAMS - Thomas Ternquist

COF 06/03/2024

Had very good meeting. We'd like to attract more younger members. We would like to utilize the nature trail more. Holiday party, partially subsidized, was discussed. Details about legacy contributions will be covered by a full page in the newsletter.

NOMINATING - Carol Gettings

No report. No new candidates.

PERSONNEL - Jay Steinbrenner

No report. Next meeting scheduled as needed.

LEGISLATION & BYLAWS - Jim Blum

Bylaws amendment to change the schedule requirements of the Annual Membership Meeting was approved. Bylaws reprinted with all amendments effective 6/13/2024.

PLANNING - Jim Blum

COF 06/20/2024, 07/18/2024

Recommended Capital Plan Proposal was in your packet. Brief discussion about a gas range with electronic ignition rather than continuous pilot is an urgent need and we need to ask the Town to acquire one.

Motion from the Committee to approve the Proposed 2024 Capital Plan for submission to the Town. Voting to approve the proposed 2024 Capital Plan aye (8) Blum, Bryant, Cullinan, Hoag, Ramaccia, Schulz, Steinbrenner, Ternquist.

Voting nay (0). Voting abstain (0).

Motion carried unanimously.

CSCI Board August 8, 2024 - Board Approved 09122024

The Board should be thinking about how Meals on Wheels and the Erie County bus are using space that was designed for Senior Center programs.

Four items from the proposed Capital Plan were referred by the Executive Director to the Erie County CDBG Program for consideration of funding.

OLD (unfinished) BUSINESS -

Internet Web Site - The new web site is built and will launch under control of the Office Administrator after the Basket raffle.

Newsletter - We accepted a contract with LPI (Liturgical Publications, Inc) to prepare our monthly newsletter. They will begin in September.

NEW BUSINESS -

Senior Center Software - "MYSENIORCENTER" computer software is used by over 3,000 centers nationwide and at three local centers (Amherst, Orchard Park, West Seneca). It has many features that would be good for Clarence Senior Center and can be rolled out in phases. It includes key tag check in and many other things. Since it is based on the internet, It can include online member access to review and sign up for programs. Extensive discussion on the costs and features occurred. We have a contract proposal from the company that is based on their basic sponsor-based profit model at ½ price (\$5,000) that involves paid advertising on the entry screens that the supplier arranges.

Motion to approve commitment to contract for MYSENIORCENTER at up to \$6,000 for the first year made by Thomas Ternquist. Second by Brendan Cullinan. Voting to approve commitment aye (8) Blum, Bryant, Cullinan, Hoag, Ramaccia, Schulz, Steinbrenner, Ternquist.

Voting nay (0). Voting abstain (0).

Motion carried unanimously.

RSVP (Retired & Senior Volunteer Program) - We've been offered an Erie County free service memorandum of understanding (MOU) for help finding and recognizing volunteers based on "AmeriCorps Seniors", a program sponsored by the Corporation for National & Community Service. Many comments on what we would have to do and how it would operate. We would provide volunteer assignment descriptions and keep records of hours served. Volunteers may receive some transportation costs in accordance with RSVP policies and availability of funds.

Motion by Thomas Ternquist that we agree to the MOU after implementation of the MYSENIORCENTER software which would maintain some required records. Second by Jay Steinbrenner.

Voting to approve commitment to MOU for RSVP after MYSENIORCENTER software is in operation aye (8) Blum, Bryant, Cullinan, Hoag, Ramaccia, Schulz, Steinbrenner, Ternquist.

Voting nay (0). Voting abstain (0).

Motion carried unanimously.

CSCI Board August 8, 2024 - Board Approved 09122024

TOWN BOARD LIAISON - Daniel Michnik (not attending)

No report. "Working on a few things".

PUBLIC COMMENTS (received in writing)

Public Comments - No Public Comments were submitted at the June Board meeting.
Public Comments were submitted by two people at this meeting.

Comment by Secretary - No training session today.

EXECUTIVE SESSION -

Motion to go into Executive Session under NYS Public Officers Law, Article 7, Section 105 (1f) of the Open Meetings Law to discuss the work history of several specific individuals made by Jim Blum. Second by Bob Hoag.
Voting aye (8) Blum, Bryant, Cullinan, Hoag, Ramaccia, Schulz, Steinbrenner, Ternquist.
Voting nay (0). Voting abstain (0).
Motion carried unanimously.

Motion to go out of Executive Session made by Jim Blum. Second by Thomas Ternquist.
Voting Aye (8) Blum, Bryant, Cullinan, Hoag, Ramaccia, Schulz, Steinbrenner, Ternquist.
Voting nay (0). Voting abstain (0).
Motion carried unanimously.

NEW BUSINESS

Operating Budget Proposal - Proposal for the 2025 Operating Budget was reviewed by the Treasurer. We have a note from the Town to limit the budget request to 2% increase. New York State has raised the minimum wage by 6%. Since most of our budget is related to wage related items, this makes a very difficult situation. This budget sets a total 3% increase amount for wages. Other expenses are in line with the prior year. The proposed budget includes a deficit of \$4,472.

Motion by the Finance Committee to approve the proposed 2025 Operating Budget draft dated 8/7/2024 for submission to the Town.
Voting to approve the proposed budget aye (8) Blum, Bryant, Cullinan, Hoag, Ramaccia, Schulz, Steinbrenner, Ternquist.
Voting nay (0). Voting abstain (0).
Motion carried unanimously.

Basket Raffle Contributions - Board members provided donations toward a basket.

ADJOURNMENT-There being no other business, Chair adjourned the meeting at 10:35 am.

TRAINING SESSION - None.

TOWN HAPPENINGS - Daniel Michnik (not attending)

NEXT REGULAR MEETING - Thursday, September 12, 2024

Jim Blum, Secretary