

Senior Advisory Board Meeting Agenda
Thursday, January 2, 2025 at 9:30 AM
Normal Township Activity and Recreation Center
600 E Willow
Normal, IL 61761

* This meeting will be in the Classroom on the first floor at ARC with the option to join remotely via Zoom by following this link <https://us02web.zoom.us/j/82819847722?pwd=dS9MNctYekdjOEZBK1dVYkxFMnFLQT09> or by calling 312-626-6799. The Meeting ID is 828 1984 7722 Passcode is 888648 .

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of December 5, 2024 Meeting Minutes**
- 4. Public Comment**
- 5. Chair Report:** Deb Shaw
- 6. Board Member Updates:** Opportunity for Board members to share information related to ARC
- 7. Township Supervisor's Report:** Jess Ray
- 8. ARC Staff Reports & Committee Updates:**
 - a. Program Highlights: Molly Camper
 - b. Members Services: Elicsha Sanders
 - c. Communication and Fundraising: Samantha Scott
 - d. Operations: Lori Kerns
 - e. Facilities: Chris Case
- 9. Old Business:**
 - a. Advisory Board Guideline Review
- 10. New Business:**
 - a. Review Focus Group Proposed Survey
 - b. New Advisory Letter of Interest

Suggested Topics for Next Meeting:

Next Normal Township Board Meeting: January 16, 2025 at 8:15 AM
Next Senior Advisory Committee Meeting: April 3, 2025 at 9:30 AM

**Senior Advisory Board Meeting
Minutes, December 5th, 2024 9:30 AM**

**Normal Township Activity and Recreation Center
600 E. Willow, Normal, IL 61761**

Members Present: Chair Deb Shaw, Laura Bailey, Michael Fulford, Terry Lindberg, Garth Piercy, Carol Smith, Amy Wick

Members Absent: None

Township Officials: Jess Ray, Supervisor

ARC Staff: Director of Operations Lori Kerns; Director of Programming Molly Camper; Member Services Manager Elicssha Sanders; Communications Coordinator Samantha Scott, Facilities Manager Chris Case

Public Present: Darla Heath, Faith in Action

Meeting called to order by Chair Deb Shaw at 9:30 AM.

Approval of Minutes

Motion to approve the minutes of the November 7th, 2024 meeting was made by Garth Piercy. Motion seconded by Terry Lindberg. Motion passed.

Public Comment – Darla, Faith in Action: Mardi Gras bingo coming up on February 2nd. The event is more than half sold out. Contact Darla if you'd like a table because they will sell out. Individual cost is \$65/person; tables have a discount. The event will take place at Destihl Beer Hall. Faith in Action also offering a trip to New Orleans in May for under \$1,000/person and are wrapping up their annual appeal.

Report from Chair – Deb Shaw

Welcome to new Advisory Board member, Amy Wick. May have another board member joining in the near future once it goes to the Normal Township Board for discussion.

Reported issues heard from members regarding lights and the PA system not being easy to hear in various rooms. Chris has ordered lights. PA volume controls can be found in each room downstairs at ARC. Request from members to have announcements repeated.

Board Member Updates

Carol suggested adding signage to the east door that you should go to the south door for entry if you don't have a key fob. Sammi suggested having this done in vinyl signage letters rather than paper signs taped to the door.

Discussion about if a decision has been made about expectations for etiquette in the fitness center. Updated guidelines have been written in the monthly newsletter for the last couple of months. There is currently no time limit to use of a piece of equipment, but if someone else asks

to use equipment when no other piece of the same type is available, the person using would have no more than 30 minutes to complete usage. Treadmills seem to be most popular and at the center of most arguments. Discussed the possibility of purchasing an additional treadmill and finding out about resale value of a less popular arms-only piece of equipment. It seems to the biggest problem is not the equipment but how people treat each other. Discussed potential to elevate the consequences related to the current etiquette issues.

Discussion of recruiting a fitness center volunteer. Lori and Amy to further discuss etiquette issues seen beyond time of usage of equipment.

Township Supervisor's Report – Jess Ray

Gave time to Amy Wick to introduce herself as the new advisory board member.

Amy spent 28 years in a variety of roles for the McLean County State's Attorney Office.

Jess discussed inclement weather policies and communication of weather closures. Sometimes ARC closes as weather worsens and sometimes as a preemptive measure to encourage members to stay home and stay safe. Decision to close is sometimes made based on other organizations decisions – ISU, Heartland etc. Plan to let Laura know directly of closures so she can contact Peace Meal contacts.

On Tuesday, December 3rd, caucuses for Township elections were held at ARC. Paperwork for candidates must be filed between December 9th & 16th. Elections for Township are party-driven. There will soon be new folks around.

Township has a new candidate for the Advisory Board to confirm.

ARC Staff Reports & Committee Updates

- Program Highlights – Molly Camper: See report provided.
Looking for VITA volunteers (Volunteer Income Tax Assistance). VITA will be offered Thursdays beginning in February.
- Member Services – Elicsha Sanders: See report provided.
Added a section of her report that details income received from insurance partners.
- Communications & Fundraising – Samantha Scott: See report provided.
Fundraising totals to date are similar to the last few years at this time of year. Hope to hit a fundraising goal of \$25,000 by the end of the year and are less than \$6,000 away from that goal at this time. Today's dine and donate at Moe's on Bradford in Normal goes from 10:30 AM – 9 PM with 20% being donated back to the ARC Living Memorial Fund.
- Operations – Lori Kerns
Christmas tree has been a huge success. Members not permitted to add any of own ornaments; worked to avoid religious aspects when decorating.
- Facilities – Chris Case

Provided an introduction and shared a bit about himself. Chris was previously the building and grounds supervisor at Four Seasons. Excited to be here and is working to catch up on projects that were on pause including lights, air filters and ordering of supplies.

Old Business – None

New Business – Review Focus Group Details

Advisory meetings intended to be quarterly starting in 2025. Staff finalized questions to be asked in member survey regarding programming on Saturdays and evenings and transportation. The survey will be distributed for a week at the beginning of January. ARC staff will compile results, and a focus group will be held following compilation. Special invites to focus group will be sent based on what is received in survey. ARC Management Team and Advisory Board Members to be introduced to the focus group.

Discussed revision of advisory board guidelines. Have asked the Township Board to approve striking of standing committees listed and to approve quarterly meetings for 2025 on January 2nd, April 3rd, July 3rd and October 2nd. The advisory board will discuss potential adjustments to the advisory board mission statement at the next meeting.

Everyone introduced themselves to Chris.

Suggested Topics for Next Meeting

Edits to Advisory Board mission statement

Meeting adjourned at 10:21 AM by Chair Deb Shaw.

Next Normal Township Board Meeting: December 19th, 2024 at 8:15 AM

Next Senior Advisory Committee Meeting: January 2nd, 2025 at 9:30 AM

Program Report January 2025 Programming Highlights

Come and get help with your technology issues. ARC will now offer computer assistance on Fridays with Julie Marriott from 10:00 AM to 12:00 PM. Sign-ups preferred. Walk-ins will be helped if time permits. George Wilson will continue to offer computer help on Mondays from 10 AM – 1 PM by appointment.

Learn more about Central Illinois Institute for Balance and the wide range of physical therapy we offer on Tuesday, January 7th at 11:00 AM.

Join ARC enthusiastic gardeners on Thursday, January 16th at 11:00 AM for a program on house plants.

Carle BroMenn Medical Center will present on stroke awareness Tuesday, January 21st at 10:00 AM.

Bruce Boeck, licensed counselor is back on the 4th Thursday in 2025 for his mental health series. Join him on January 23rd at 10:30 AM for this month's topic memory.

Join OSF Smart Meals on Thursday, January 23rd at 1:00 PM. The recipe for this month will be 3 Bean Chili.

Join Traditions Health on Friday, January 10th at 9:00 AM for the Veteran's Coffee Cafe. This group will meet on the second Friday of each month at 9:00 AM.

Join the Institute for Financial Education on Wednesday, January 22nd at 10:00 AM or 1:30 PM for their talk on estate planning and wills.

Miriam Donovan will teach Country Two Step on Mondays at 5:45 PM. The cost to attend this class for the month is \$30. She will also teach Salsa on Thursdays at 5:45 PM. The cost to attend this class for the month is \$40.

Connie Dearborn will teach a fused glass class to make an owl in a tree on Friday, January 17th or Saturday, January 18th at 9:00 AM or 11:00 AM. The cost to attend this class is \$30.

Mike Mitchell is teaching a beginner pickleball clinic on Saturday, January 11th at 8:30 AM. The cost to attend is \$10.00. Following the beginner clinic, he will teach a bootcamp for intermediate players at 11 AM. The cost to attend is \$20.00

Pam Hulit is back to teach an intermediate Crochet class on Thursday, January 9th at 8:30 AM.

Join Inside Out Accessible Art on Tuesday, January 14th at 10:00 AM to make an artistic poor frame. The cost to attend this class is \$12.00.

Make Valentine's Day ornaments on Thursday, January 16th at 10:00 AM. You will be using wood, porcelain or metal hearts. You can paint and embellish with a selection of paper, paint pens, metal and other findings, beads, sequins, glitter, glue. Dimensional paint, etc. The cost to attend this class is \$20.

Pam Hulit is teaching a beginner crochet class on Thursday, January 23rd at 8:30 AM. Learn the basic crochet stitches.

Carol Boerkel will teach a boca technique painting and watercolor on Tuesday, January 28th at 9:00 AM or 1:00 PM. The cost to attend this class is \$15.

Assisted Living Helpers will have a new date and time to meet monthly starting in January. They will meet on the 2nd and 4th Monday from 11:00 AM to 12:00 PM for appointments and 12:00 to 1:00 PM for drop ins.

In January ARC will offer a music theory and composition class. The class will take place on Thursdays, January 9th through the 30th at 10:00 AM. This class is FREE.

A program new to ARC in 2025 is Music Therapy. This class will take place on the second Monday of each month at 11:00 AM. Monday, January 13th the theme for Music Therapy will be rock'n'roll origins. This program is FREE.

Join Marsha Meiss for peaceful and comforting piano music on Tuesday, January 28th at 11:00 AM.

Digital Programming

Mindfulness Meditation: Mondays, Wednesdays, Fridays, 9-10:30 AM (Hybrid)

Intermediate TAI CHI and Qigong: Mondays and Wednesdays, and Fridays, 11 AM (Hybrid)

Beginning TAI CHI and Qigong: Tuesdays and Thursdays, 11 AM (Hybrid)

ARC Avid Reader's Book Club: Tuesday, January 7th, 10 AM (Hybrid)

Great Books: Thursday, January 2nd, 10:30 AM (Hybrid)

Caregiver Support: CCSI & Alzheimer's Association: (Hybrid) Will not meet in January.

Other News

The January Bonnie's Cafe sponsor is AMVETS Post 270. Thank you for your sponsorship.

January 2025 MSM Report (updated as of December 26, 2024)

December 2024 Membership Numbers

- There were 202 memberships scheduled to expire in the month of December, 102 (50%) of those members have renewed their membership.
- There are 494 memberships scheduled to expire in the month of January, so far 56 have renewed.
- In December, we received \$4745 in Membership Revenue.

December Sunshine Numbers

- 221 Birthday calls were made by the MSR staff as of December 26th.
- December correspondence numbers were not available at the time of this report.

December Shuttle Van Numbers

- 23 members utilized the Shuttle Van in November.
- 22 members utilized the Shuttle Van in December. 24 members initially made a reservation during the month, but 2 members cancelled.

December Programming Revenue

- In November, we received \$9912 in Programming Revenue.
- In December, we received \$8591.50 in Programming Revenue.

December Insurance-Based Membership Program Visits

- December reported visit total submitted for reimbursement- N/A
- Silver Sneakers- N/A
- Renew Active- N/A
- Silver & Fit- N/A
- Active & Fit- 0

The 2nd page is the Numbers Comparison Sheet

Member Services Number Comparison Report
January 2025

****Report as of 12/26/24****

Shuttle Van Ridership	
	Unduplicated Riders
November	23
December	22

Membership Totals	3720
Paid Member Total	2554
Silver Sneakers Total	931
Renew Active Total	148
Silver & Fit Total	22
Active & Fit	0
Reduced Fee Total	44
Change in Benefits	8
Member Support Person	21

Membership Stats

	November	December
Paid New Members	64	39
New Silver Sneaker	4	12
New Renew Active	4	1
New Silver & Fit	0	1
New Active & Fit	0	0
Visitor Passes	1	7
Member Support Person	1	1

	November	December
Paid Renewal	154	120
Silver Sneaker Renewals	37	51
Renew Active Renewals	7	3
Silver & Fit Renewals	3	2
Active & Fit Renewals	0	0

Monthly Attendance

November						
Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/1-11/2					193	128
11/4-11/9	534	383	352	444	247	139
11/11-11/16	CL	459	338	482	238	190
11/18-11/23	528	422	450	446	284	1618
11/25-11/30	502	354	325	CL	CL	161

December						
Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12/2-12/7	487	447	473	452	249	171
12/9-12/14	512	481	446	371	238	207
12/16-12/21	522	400	434	435	235	168
12/23-12/28	447	CL	CL	N/A	N/A	N/A
12/30-12/31	N/A	N/A				

3rd Page is a snapshot of the Insurance-Based Incentive Program Reimbursement by month for each program (not all information was reported to me at the time of this report, the empty spots from January through November have been paid, amount is unknown by me at this time). December's payments will not be available until the end of January.

	Silver Sneakers	Renew Active	Silver/Active & Fit	MONTH TOTALS
January		928.00	237.00	1165.00
February		1036.00	231.00	1267.00
March		1132.00	228.00	1360.00
April		1072.00	213.00	1285.00
May	4147.50	1048.00	165.00	5360.50
June	3920.00	928.00	156.00	5004.00
July		1024.00	180.00	1204.00
August	4235.00	980.00	198.00	5413.00
September	4022.50	980.00	144.00	5146.50
October	4172.50	952.00	162.00	5286.50
November		1064.00	96.00	1160.00
December				0.00
			YEAR TOTALS	33651.50

Communications Coordinator Report January 2025

Fundraising

- **Bingo sponsors:** 2025 bingos are filled at this time.
- **Coffee Sponsors:** The January sponsor is AMVETS Post 270. Open months for fall 2024 – summer 2025: April 2025.
- **Card Tourney Sponsors:** Floor Coverings International has chosen to continue their gift card sponsorship through the end of 2024. We have one sponsor for January – March 2025: Transitions Hospice. A new sponsor will be covering April – June 2025: Zoe Healthcare Services. July – December 2025 still available.
- **ARC Living Memorial Fund 2024:** Green Space - \$2,888.57 YTD, \$2,364.57 since start of Sept, General Support - \$13,928.53 YTD, \$10,704.53 since start of Sept, Fitness Programming - \$3,357.51 YTD, \$3,143.51 since start of Sept, Classroom Updates – \$694.04 YTD
 - YTD total raised is \$21,880.66 as of 12/26/24. \$3,119.34 from overall goal of \$25,000 raised in 2024.
- **Dine & Donate:** Dine & Donate at Moe’s Southwest Grill raised \$137.44. Will begin working on a plan for 2025 quarterly dine and donates in March, June, September and December soon.
- **Giving Tree:** A small number of silver leaves have been purchased and are available at ARC to be engraved. Plan to work on reorganizing the leaves on the tree and to add in the silver leaves soon. Will work with Chris on this project. Will also be reaching out to those eligible donors who made end-of-year gifts of \$500+ to see if they would like a leaf engraved.

Constant Contact as of 12/26/24

- 3382 subscribed contacts, down 43 from last report, 3387 contacts total (includes 5 who asked to resubscribe but haven’t confirmed)
- 30-day open rate of 56%, this is currently 16% higher than industry average

Facebook as of 12/26/24

2788 followers with 21 new follows and 6 unfollows in last 28 days and 61,566 content views, reach of 9,249 and content interactions of 2,125 last 28 days through 12/26/24

Page visits – 1.6K page visits in last 28 days, equal to November report

Last 90 days post reach of 34.3K

Other Notes

Director of Operations

January Report 2025

1. Preparing Member Survey for Distribution
2. Policies and Procedure Development:
 - a. Leaves
 - b. Substance Use in Work Place
 - c. Workers Compensation and Occupational Health
3. Emergency Contingency Plan and Education
 - a. Manual
 - b. Meeting with McLean County EMA 1/15
4. Asset Management Software
 - a. Follow Up Meeting 1/9
 - b. Explore Additional Options
5. Volunteer(s) Fitness Center

