**Senior Advisory Board Meeting**

**Minutes, November 7, 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

**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

**Public Present:** None

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

**Approval of Minutes**

Motion to approve the minutes of the September 5, 2024 meeting was made by Garth Piercy. Motion seconded by Laura Bailey. Motion passed.

Motion to approve the minutes of the October 3, 2024 meeting was made by Carol Smith. Motion seconded by Laura Bailey. Motion passed.

**Public Comment** - None

**Report from Chair** – Deb Shaw

Deb said members noticed and thanked Lori for washing the south doorway windows.

Regarding the light repairs, Deb asked if they were complete as some lights are still out. Lori responded the lights on the bid submitted in August have been completed. New outages since then have been noted for the new Maintenance Manager’s attention.

**Board Member Updates**

Laura Bailey reported someone had left a Bible in the Peace Meal office. It also appears someone was intentionally manipulating, covering/moving, another book she had in her office. No one should be going in there except her and the Peace Meal helpers. One suggestion was locking the room but the freezer and some items in the room are used by others. A sign will be posted on the door. Religious tracts have been found in the computer room. Because this is a public place, we cannot prevent people from putting items out, but permission should be requested. Unauthorized items will be removed.

**Township Supervisor’s Report** – Jess Ray

The Township and ARC will have a table at the Veterans Fair at the Interstate Center on Friday, Nov. 8, 2:00-5:00 pm and Saturday, Nov. 9, 9:00 am to Noon. The ARC’s Veterans Day Ceremony is Friday, Nov. 8 at 10:30 am. Hy-Vee is providing free breakfast for veterans and their families on Nov. 11, 6:00-10:00 am. A list of veterans’ recognitions was in Monday’s newspaper. Barnes Dental Assoc. on Susan Drive is offering free services on Nov. 11, call for an appointment. ISU and VFW also have programs on Nov. 11.

Jess reported he attended the East Central Illinois Agency on Aging meeting. They had a senior survey done with AAA. Unofficial results for approximately 18 counties indicated McLean County did exceptionally well. The survey provides ideas of needs in the community such as housing, mobility and a place to retire. Question on civic engagement shows McLean Co. seniors 49% use public libraries; 28% use senior centers and 67% use activity centers. McLean and Champaign Counties scored highly on the survey. Talks will continue with ARC staff.

A new Senior Advisory Board member approval will be on the Township Board Agenda. Three members are needed from Normal.

**ARC Staff Reports & Committee Updates**

* Program Highlights – Molly Camper: See report provided.

Update from Saturday’s Holiday Craft sale: Close to $3,100 was received from vendors, almost the same as 2023. The Quilting and Sewing group donated 100% of their sales. A lot of new and renewed memberships were also processed during the day.

Crafters like that weekend in October so we will plan the same for next year.

Life Line screening brought in 68 individuals and resulted in several tours.

* Member Services – Elicssha Sanders: See report provided.

Adding to Molly’s report on the Craft Sale almost 20 memberships came in that day.

* Communications & Fundraising – Samantha Scott: No report attached due to vacation.

Regarding the Craft Fair, paid Facebook ads may have attributed to the attendance.

Annual donation letter receipts from Sept. 5 to now is $10,801. Nearing $15,000 for the year. $300 has been received from the Barrel House Dine & Donate, higher than others.

* Operations – Lori Kerns

Thankful to have the full team back after their vacations and days off!

The new Facilities Director, Chris Case, will be starting on Nov. 18th.

As reported last month, the ARC staff nominated Leslie Hitchins for the 2024 Illinois Township Senior Services Assoc. Senior Volunteer of the Year and she won! She and Jeanne Whitehill will be going to an awards breakfast in Springfield on Nov. 13th.

Members have asked about Lori’s stance on holiday celebrations and decorations. Her response is it is not her policy; it is an approved ARC and Township decision. Team discussions will continue to be respectful and inclusive to all. Christmas trees have not been displayed since moving to this building.

Per Molly the Winter Village will be on display.

Apologies for the incorrect date of the Township Meeting on the agenda, it should be Nov. 14th, and for email address errors when sending the Board packet.

**Old Business** - None

**New Business**

1. Shared Expectations and b. Senior Advisory Committee

How can the Board help the ARC staff and how can the ARC staff help the Board.

Lori asked if there is value in the Board meeting monthly, bi-monthly or quarterly. Are we on schedule? Are we on Mission and how we can work together to meet the needs of the members? The Advisory Board has been instrumental in everything the ARC has accomplished. Now that we are established is it time to re-evaluate the Board’s Mission and meeting frequency? Deb felt meeting quarterly would free up program space and the Board would have more to discuss over time.

Lori relayed one idea from ARC staff was to hold 2 Member Forums per year, led by Barb Dallinger (Sunshine Coordinator), to get suggestions directly from the members. Advisory Board members should attend and be introduced as contacts members can go to with questions or concerns. Members would pre-register, it will be held in the Auditorium which holds 70 people and provides clearer communications than the Rec Room. Michael would like it clarified to attendees that the forum would be taking questions with answers to be followed up on by the appropriate staff member.

Carol points members to the Suggestion Box. Concern note with the Suggestion Box is contact information is not completed making it difficult to answer the concern directly.

1. Senior Advisory Board Meeting Schedule 2025

Laura Bailey made a motion to change the 2025 Advisory Board Meeting Schedule to quarterly. Carol Smith seconded the motion.

Motion: Passed.

Motion will be taken to the December Normal Township Board Meeting. Jess said the Advisory Board Guidelines will need to be updated for Township Board clarifying meeting dates. Meetings would be in January, April, July and October plus any called Special Meetings with 24 hour notice. Two Member Forums would also be held, dates to be determined.

**Suggested Topics for Next Meeting**

Clarify 2025 meeting dates and times and review “Standing Assignments” in the in Advisory Board Guidelines to be taken to the December Township Board Meeting.

Define Member Forum format.

**Meeting adjourned at 10:22 AM by Chair Deb Shaw.**

**Next Normal Township Board Meeting: November 14, 2024 at 8:15 AM**

**Next Senior Advisory Committee Meeting: December 5, 2024 at 9:30 AM**