**Senior Advisory Committee Meeting**

**Minutes, April 6, 2023 9:30 AM**

**Normal Township Activity and Recreation Center**

**600 E. Willow, Normal, IL 61761**

**Members Present:** Chair Deb Shaw, Jana Edge, Steven Kossman, Margaret Marcus, Sylvia Richardson, Carol Smith, Linda Spencer

**Township Officials:** Jess Ray, Supervisor; Trustee Floyd Aper, Trustee Sally Pyne

**ARC Staff:** Director of Programming Molly Camper, Member Services Manager Elicssha Sanders; Communications Coordinator Samantha Scott

**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 March 9, 2023 meeting made by Steven Kossman and seconded by Jana Edge. Motion passed.

**Report from Chair** – Deb Shaw

Deb asked board members to be alert for an email from Jeannette Mead at the McLean County Clerk’s office. All members must complete the “Statement of Economic Interest”. The form is easy to do on-line. It must be completed, signed and submitted by May 1st. There is a $100 per day fine if not submitted by May 15, 2023.

**Member Updates and Committee Reports**

**Jana Edge** – No report.

**Steven Kossman** – No report.

**Margaret Marcus** – No report.

**Sylvia Richardson** – Thanks to Sammi for the informational and colorful insert in the newsletter.

On Saturday, May 6th, 10-12:00, Diversity & Inclusion will be hosting “Taste of Culture” in the Dining Room. The ARC has a wide diversity of members and several have volunteered to bring different dishes representing their native culture. Molly is helping with decorations and volunteers are needed. Elicssha thanked Sylvia for carrying on the intention of the Diversity & Inclusion committee started by her mother. Molly and Sammi thanked Sylvia for stuffing all the newsletter inserts.

**Carol Smith** – Carol reported a member expressed great appreciation for the Birthday call.

We don’t know a person’s situation, it could be the only call they get that day.

**Linda Spencer** – No report.

**Report from Township Supervisor & ARC Operations Overview: Jess Ray**

Be sure to complete the “Statement of Economic Interest” as noted by Deb Shaw.

The new fiscal year began on April 1. The Annual Meeting is in the ARC auditorium at 7:00 PM on Tuesday, April 11.

We have a candidate to serve on the Advisory Board, Terry Lindberg, currently on the library board. His appointment is on the Normal Township Board agenda April 20. One more member from Normal is needed. Please reach out.

Landscaping work will begin especially the bushes around the sign and plant removal. Volunteers appreciated.

Steve expressed concern about exiting on the Willow driveway and wondered if anything could be done to slow drivers from the east. Jess said he would ask Normal to look into signage. Jess thanked Normal for the quick repair of the Willow entrance last month.

**ARC Staff Reports**

**Molly Camper, Program Highlights** - Report is attached to the meeting packet.

The last pick up day for the VITA income tax program is Wednesday, April 12. We may do it again next year but more signage is needed to direct people to the west door and upstairs.

The visiting ISU Mennonite Nursing program ended in March. We plan to have them back in the fall. Susie Watkins will continue to be here on Thursdays from 11-1:00.

The Green Space furniture has been ordered and we’re excited see progress in the next few months.

Pickle Ball tournament is April 11 from 4-7:00 PM

**Elicssha Sanders, Member Services** – Report is attached to the meeting packet.

Current membership is over 3,200 and next month the hope is 3,300. There are many April membership renewals even with the COVID extension to October. Numbers next month may be larger because April is the opening anniversary.

Members receive auto-generated email notices sent out by GymMaster 3 weeks prior. Most don’t realize the expiration until their fob doesn’t work or they cannot register for a program.

**Samantha Scott, Communications Coordinator** – Report is attached to the packet.

Numbers from the Texas Roadhouse Dine & Donate have not been received yet. Rob Dob’s has been contacted for a possible June fundraiser but they have not responded.

The April anniversary challenge $7/year fundraiser has brought in $547 so far.

Raffle tickets for a crochet/knitted blanket, handmade cards, a beer brewing and bottling kit and Heartland Theater tickets are on sale. The drawing will be held on April 27 at the close of the anniversary celebration. Also planned are the prize wheel with gift certificates and other prizes, popcorn and the ARCoustic Jammers will provide entertainment. The t-shirt company is not available but there may be an on-line store at a later date.

April 26, 12-1:30, is the Volunteer “Camp ARC” luncheon. Two volunteers will be celebrated as “Volunteers of the Year”. RSVP by Wednesday, April 12 for a hamburger or brat. A barbershop quartet is providing entertainment, and there will be a drawing for an ARC gift certificate. All Board members are volunteers so please RSVP.

**Old Business**

Committee Structure

Jess reviewed the committee restructuring discussed at the March meeting where committees work directly with a staff person. Linda expressed her desire to serve but is unclear how to under the current committee structure. Jana supported Linda in bringing the topic to the table.

Discussion included:

* How things have evolved over the years - new staff, new board members, new abilities.
* It’s important to hear from the staff what their unmet needs or dreams are and how the board can help, but not get ahead of the staff. Example, if Sammi had a committee she would be able to ask someone follow up on a Dine & Donate fundraiser like Rob Dob’s, or Molly could ask for ideas about a Memorial Day program.
* Concerns were expressed about Open Meeting rules if 3 or more met. Posting a meeting notice on the door 48 hours in advance would cover the requirement.
* The board is seen as a conduit of ideas brought by each member.
* The name “Senior Advisory Board” has broader meaning than the “ARC” Advisory Board because the Township also needs to be made aware of the unmet needs of its entire senior population. The history of the Advisory Board and its 2021 Mission Statement were reviewed.
* Concern for adding committee meetings and the extra burden on staff. It was suggested meeting the same date each month but committees would meet one month and the regular board the next month.
* Committee divisions as noted in March 9, 2023 minutes: Program: Health & Wellness, Movies & Blood Drive; Member Services: Diversity & Inclusion, Veterans; Communication & Fundraising: Living Memorial Fund, Outreach.
* Committee discussions should include previous month review and planning two months out.
* Question was asked if this restructure needed to be brought to the Township.
* Jess will bring a couple draft agendas to the next meeting.

**New Business**

None

**Suggested Topics for Next Meeting**

Committee Restructure: All members should come with their top 3 picks as to which committee they would like to serve. Breakout meetings will occur after a brief Board meeting.

**Public Comment**

Darla commented Faith in Action alternating monthly board/committee meetings works well for them.

Meeting Adjourned at 10:30 AM.

**Normal Township Annual Meeting: April 11, 2023 at 7:00 PM in the ARC Auditorium.**

**Next Normal Township Board Meeting: April 20, 2023 at 8:15 AM**

**Next Senior Advisory Committee Meeting: May 4, 2023 at 9:30 AM.**