**Senior Advisory Committee Meeting**

**Minutes, March 9, 2023 9:30 AM**

**Normal Township Activity and Recreation Center**

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

**Members Present:** Chair Deb Shaw, Jana Edge, Rich Farr, Steven Kossman, Margaret Marcus, Carol Plotkin, Sylvia Richardson, Carol Smith

**Members Absent:** Linda Spencer

**Township Officials:** Jess Ray, Supervisor; Trustee Floyd Aper, Trustee Arlene Hosea

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

**Public Present:** Darla Heath, Faith in Action

Meeting called to order by Chair Deb Shaw at 9:40 AM.

**Approval of Minutes**

Motion to approve the minutes of the February 2, 2023 meeting made by Steven Kossman and seconded by Jana Edge. Motion passed.

**Report from Chair**

No report.

**Member Updates and Committee Reports**

**Jana Edge** – No report.

**Rich Farr, Living Memorial Fund** – As of Feb. 28, 2023 the four accounts comprising the fund total $113,579.60. Two payments totaling $59,737.64 have been made to the Township for Green Space expenses leaving a balance of $53,841.96. These expenses include plants.

Of the $75,000 Green Space budget $16,000 has previously been paid to the Towndship.

**Steven Kossman** – No report.

**Margaret Marcus** – Welcomed as a new member to the Advisory Board.

**Carol Plotkin, Blood Drive Update** – 30 Units were collected at the Feb. 15th blood drive. The next blood drive is scheduled for May 10th from 11:00 - 4:00. Molly reported the ARC and Red Cross had received a “thank you” card from a donor who needed assistance. Carol said she will continue to help at the Blood Drives and thanked every for their support.

**Sylvia Richardson** – Working to improve and increase awareness of Diversity and Inclusion. Be sure to stop in the Dining Room and look at the new art display.

**Carol Smith** – No report.

**Linda Spencer** – No report.

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

A fire drill was held today. The elevator has been recertified. Budget planning is underway.

Tomorrow, March 10, the center will be closed to do work on the sprinkler system. Questions were asked on how the system operates.

When asked about the outlook of ARC management hiring Jess indicated they were looking to hire a Coordinator position to fill in when a staff member is absent, a Jack/Jane-of-all-trades with multiple talents.

**ARC Staff Reports**

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

On March 22 at 10:00 a representative from the Unit 5 school district will be here to provide information about the referendum on the April ballot.

The ISU Mennonite school of Nursing students will be here on Monday & Thursday though the end of March. They have been providing blood pressure and glucose screenings and instruction on relaxation techniques.

ISU Kinesiology & Recreation class will host a pickle ball clinic on April 11.

Patio furniture has been ordered for the Green Space and should arrive Mid-June. Questions were asked about securing the furniture. Molly said it was large, heavy and not easily moved. There are removable umbrellas but no tables and chairs like residential furniture.

Questions were asked about loss prevention, inventory & tagging and surplus old equipment. Jess indicated it was time for “Spring Cleaning” as storage closets are getting full.

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

There has been an uptick in shuttle van users. Connect Transit is used especially in the evening.

On the Member Services Number Comparison Report note where the starred “\*” numbers, these may be off because the doors are unlocked on tax prep days and when the blood drive is held.

The State has changed to Silver Sneakers from Renew Active so those numbers are changing. We’re still communicating and asking members to notify us of their benefit changes.

We are continuing work on procedures and forms for the Friends/Visitor day pass for a fee. (See more information under Old Business.)

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

The Central Illinois Woodworkers have offered to make 6 raised garden beds for the Green Space. There will be 3 at 24” height and 3 at 36” height. Plants are to be determined but could include herbs.

March 27th is the Texas Roadhouse “Dine and Donate”. Please bring a printed form available at the front desk or on Facebook. This can be applied to take out and dine-in meals.

We will celebrate the ARC’s 7th anniversary with an Open House on April 27. 2023. Raffle tickets for various prizes will be sold at 1 for $5, 5 for $10 and an arm length for $20.

**Old Business**

Guest Pass/Temporary Membership Discussion: Jess reported a new temporary membership form and liability form has been reviewed by insurance and has approved. A legal review is pending. The visitor/guest must be 55+ and the proposed $5.00 fee cannot be applied to the $30 annual membership fee. They may participate in programs that do not require pre-registration or a payment as designated in the ARC newsletter.

New Members/End of Terms Several Board members’ terms end in March: Rich Farr and Carol Plotkin. We thank them for their service.

Carol Smith, Linda Spencer and Sylvia Richardson have been filling in on others’ terms ending in March. They are continuing to serve another term and will be confirmed in April.

Two more board members are needed and help with recruiting is appreciated. Geographically these two members must be residents of Normal.

**New Business**

Discuss Committees Jess relayed an idea Linda Spencer brought to him. Linda’s thought was to create 3 committees related to the ARC staff positions with subcommittees similar to the current standing committees, for example:

Program: Health and Wellness, Movies, Blood Drive

Member Services: Diversity and Inclusion, Veterans

Communication & Fundraising: Living Memorial Fund, Outreach

Discussion included:

* Embrace restructuring. Originally met quarterly & advised on spending funds.
* How to name a restructuring committee and would those need to be “open” meetings. According to board by-laws “yes”.
* How can the board be helpful to staff? Examples: Community outreach with staff direction, letting organizations know of our programs and services. Examples: Chestnut Health & 55+ soccer group.

**Suggested Topics for Next Meeting**

Continue discussion on committee restructuring.

YWCA RSVP Memo of Understanding

**Public Comment**

Barb Dallinger, Sunshine Coordinator was introduced. The East Central Illinois Area Agency on Aging (ECIAAA) has awarded a grant to keep in touch and visit shut-ins in our area, not just ARC members. Visiting volunteers will be required to complete background checks.

Darla Heath said Faith in Action could help because presently they have extra cleared and trained volunteers.

**Next Normal Township Board Meeting: March 16, 2023 at 8:15 AM**

**Next Senior Advisory Committee Meeting: April 6, 2023 at 9:30 AM.**

Motion to Adjourn made by Steven Kossman, seconded by Carol Plotkin. The meeting was adjourned at 10:40 AM with pastries and cookies to celebrate the ending terms of Carol Plotkin and Leonard Ross. Thank you for your service and support.