

**Senior Advisory Committee Meeting
Minutes, November 3, 2022 9:30 AM**

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

Members Present: Chair Deb Shaw, Jana Edge, Rich Farr, Carol Plotkin, Leonard Ross, Carol Smith

Township Officials: Jess Ray, Supervisor; Art Rodriguez, Sally Pyne, Arlene Hosea, Trustees

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

Public Present: Pamela Sweetwood, Faith in Action; Mary Wuhrmann, Mindy Morgan, Joann Steinberg

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

Approval of Minutes

Motion to approve the minutes of the September 1, 2022 meeting made by Jana Edge and seconded by Rich Farr. Motion passed.

Motion to approve the minutes of the October 6, 2022 meeting made by Rich Farr and seconded by Jana Edge. Motion passed.

Report from Chair

Deb Shaw welcomed new member Carol Smith. There are two Senior Advisory Board positions open with the resignation of Barbara Singer.

Member Updates and Committee Reports

Jana Edge, Health & Wellness – No report.

Rich Farr, Fundraising – No report.

Steven Kossman, Movie Committee – No report.

Carol Plotkin, Blood Drive Update – Next Blood Drive is scheduled for Nov. 30th, 12-5 PM.

Leonard Ross, Outreach – No report.

Diversity & Inclusion – No report. Open position on the Advisory Board.

Veterans' Committee – No report. Open position on the Advisory Board.

Report from Township Supervisor & Operations Overview Jess Ray

The Yoga Room is in use, but installing the replacement windows has been delayed due to supply issues. Thanks to Preston for making the room useable.

Also due to supply issues, Meltdown has delayed delivery of T-shirts ordered in September.

There have been problems with the roof, mostly around previous patches. The vendor is on-site today.

A risk assessment was done by the insurance company. It was recommended the sprinkler system be tested and flushed.

Repair of equipment in the Fitness Center has taken place. Some equipment was recommended for replacement. As suggested a motorized accessibility entry switch has been added to the Fitness Center door.

Medicare Open Enrollment has begun. Thanks to the SHIP volunteers who have helped seniors save money.

Saturday, November 5th is the Art & Craft Sale from 9-1.

There is a new art display in the Dining Room.

The McLean County Health Department will hold a vaccine clinic on Nov. 9. An email to members was sent this morning.

November 15th, 4-5:30 PM, there will be a program to honor our Veterans. Please remember Mike Herrin who recently passed.

The annual Fire Extinguisher check has been completed.

On Nov. 5 at 1:00 there will be a re-dedication of the Veterans' Memorial at Courthouse Square. Connect Transit will be there offering passes to veterans.

ARC Staff Reports

Molly Camper, Program Highlights – Report attached to meeting packet.

Celebrate the Seasons Art & Craft Sale is Nov. 5, 9-1, there are 22 vendor tables. There will also be Avanti's gondolas, chips and soda for \$7.00.

Remember the Veterans program on Nov. 15 at 4:00.

Starting to work on Christmas and holiday programming.

Elicsha Sanders, Member Services

Members number 2,800. A third van driver has been hired. Rider numbers are increasing.

Winter months see an increase in numbers and attendance.

Samantha Scott, Communication & Fundraising – Report attached to meeting packet.

Updates to the report: Green Space: \$10,748.75 (\$3,430 to reach Phase 1 goal, \$5,069 raised since August 16th). General Support: \$5,786.05 (\$4,262.05 since Aug. 16th). Fitness Programming Upgrades & Additions: \$2,385 (\$1,795 since Aug. 16th). Direct Mail results: \$2,898.51 to Green Space; \$3,877.52 To General Support; \$320 to Fitness Programming. Total of \$7,301.03 has been raised since mailing. Net receipts after mailing costs: \$5,070.

\$200 received from Texas Roadhouse Dine & Donate. Their percentage of donation is lower than Culver's or Portillo's. Rob Dob's has been contacted but have not heard back.

Old Business

Update on Director of Operations Search: Jess Ray stated the current search has been closed and a new search will begin after the holidays. Deb asked if the job description needs to be updated. Does the title need to be changed? Maybe include HR? Do we need a "team member" not a "boss"? Comments around the table: Jana asked if this was an opportunity to restructure as needs may be different from when the ARC was first opened. Could current staff meet to discuss how this person (position) would help them with daily activities of the center. Sally agreed with looking at the job description. Art said he was a believer of promoting from within and bringing on new staff at a starting salary.

New Business

Jess added the season of bad weather is coming and to be aware of closures. He asked for input on what standard to use when closing, example, Unit 5, ISU, Heartland College. Understanding the need for socialization, Jana felt for the health, safety and varying abilities of members, it was better to be more cautious than less. Attempts should be made to inform staff and members as early as possible via social media, email, Facebook and the ARC website indicating closure is for the safety of all.

Molly announced Richard Stephens has donated a painting for raffle. Tickets are 1 for \$5, 5 for \$10 and an arm-length for \$20. The drawing will be held at the Art & Craft Sale.

Suggested Topics for Next Meeting

Molly will give an update of the ISU nursing students' health promotion services.

Public Comment

None

Next Normal Township Board Meeting: November 17, 2022 at 8:15 AM

Next Senior Advisory Committee Meeting: December 1, 2022 at 9:30 AM.

Deb Shaw adjourned the meeting at 10:08 AM.