

Senior Advisory Board Meeting Agenda
Thursday, January 6, 2022 at 9:30 AM
Normal Township Activity and Recreation Center
600 E Willow
Normal, IL 61761

* This meeting will be in the auditorium at ARC with the option to join remotely via Zoom by following this link <https://us02web.zoom.us/j/83764560526?> or by calling 312-626-6799. The Meeting ID is 837 6456 0526.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of December 2, 2021 Meeting Minutes**
- 4. Chair Report:** Steven Kossman
- 5. Member Updates and Committee Reports:**
 - Uday Deoskar (Health and Wellness Committee)
 - Rich Farr (ARC Living Memorial Fund)
 - Margaret Ann Hayden (Welcoming Committee)
 - Carol Plotkin (Blood Drives)
 - Leonard Ross (Outreach)
 - Faye Sanders (Diversity & Inclusion Committee)
 - Deb Shaw (Peace Meal)
 - Barbara Singer (Veterans' Committee)
- 6. Township Supervisor's Report:** Sarah Grammer
- 7. ARC Staff Reports:**
 - Operations Overview: Rick Lewis
 - Program Highlights: Molly Camper
 - Member Services: Elicssha Sanders
 - Communication and Fundraising: Samantha Scott
- 8. New Business:**
 - A. Discussion of ARC operations
 - B. Discussion of Director of Operations hiring process
- 9. Suggested Topics for Next Meeting:**
- 10. Public Comment:**

Next Normal Township Board Meeting: January 20, 2022 at 8:15 AM

Next Senior Advisory Committee Meeting: February 3, 2022 at 9:30 AM

ARC Director of Operations Report
January 2022

1. The McLean County Health Department had a site visit by state vaccine monitors at ARC on December 20 in preparation for the January 13 vaccine clinic. The inspector was impressed with the facility and its accommodations. Monitors will be at ARC during the clinic to oversee the operations. MCHD is allowing walk-ins from 9am-11am during this clinic to accommodate people who have difficulty navigating the online registration process.
2. The Sunshine Chromebook Program launched in November 2021 provided six ARC members with Chromebooks to have internet access and reduce social isolation. Funding provided by the East Central Illinois Area Agency on Aging provides these devices and was renewed for 2022. If you know ARC members who can benefit from this program, contact me to include in an invitation to participate in the next class of participants.
3. The Nicor gas pipe installation project along Beech and Willow Streets installing an 8-inch line to the gas main at ARC is done and Beech Street on the west side of ARC is open. New bollards were added to protect the meters on the south side of the building next to the conference room/yoga studio that would withstand the impact of an auto and protect members and the building. The sidewalk was extended away from the building to meet ADA requirements.
4. SHIP counselors had a very successful Open Enrollment program (October 15-December 7, 2021) registering new and continuing Medicare clients. The group saw an increase of 77% participation. The client count was 429 clients counseled with 173 who switched their Medicare plans. They reported more than \$133,013 in savings among the clients and averaging more than \$773 per client. This program is also an important recruiting tool for ARC when 150 clients are reported as non-members and many of them tour the facility, take a newsletter, and sometimes join.
5. This may well be my last Sr. Advisory Committee meeting and I want to take this time to thank Sarah, the Township Trustees, former chairs Alan McDowell and Bob Stefl, current chair Steven Kossman and advisory committee, ARC managers and staff, and the entire ARC membership for a great three years as Director. I took the position because of the benefits ARC provides to the senior community in reducing isolation and promoting healthy aging and ARC has made a positive influence in my personal life allowing me to make tons of friends, and giving me the opportunity to give back to the community. I plan to renew my membership and visit daily to enjoy all the benefits ARC promotes.

Program Report January 2022

In-Person Programming

Genealogy Help: Tuesdays, 9:30 AM & Thursdays 1:30 PM, Meet our instructor, Rex King, in the computer lab to get your quest started to put together your family tree.

Caregiver Support Group, Tuesday, January 4th, 9:30 AM, This group meets monthly on the 1st Tuesday at 9:30 AM. It is facilitated by CCSI and Sugar Creek Alzheimer's Special Care Center.

One on One Durable Power of Attorney: Tuesday, January 11th and Thursday, January 20th, 9-11 AM. Make an appointment to complete your durable power of attorney for healthcare document with a member of Compassion and Choices of McLean County.

Beginning Sign Language: Song Signing, Wednesdays, January 5th - 26th, 11 AM
Learn how to sign songs using American Sign Language. The cost of this class is \$50.00.

Stamping Card Class: January 11th & 25th, 10 AM-12 PM, Make 2 greeting cards, \$8

Hobby Workshop: Thursday, January 6th, 8 AM-12 PM & Saturday, January 22nd, 8 AM-4 PM
Come and share your hobby with your friends.

Grief Support Groups: Women's Grief Support, Wednesday, January 12th & 26th, 12-1:30 PM
Men's Grief Support, Wednesday, January 12th & 26th, 2-3:30 PM
Co-Ed Grief Support, Wednesday, January 19th, 12-1:30 PM
New to Grief Co-Ed, Thursdays, January 6th - February 10th, 1:00 PM

Information and Assistance Outreach: Thursday, January 13th & 23rd, 9-11 AM, Community Care Systems assists with senior outreach services

Tech Classes: Android Basics, Wednesday, January 12th, 1-2:30 PM, \$20
Android Apps, Tuesday, January 18th, 1-2:30 PM, \$20
iPhone Basics, Wednesday, January 12th, 2:30-4 PM, \$20
iPhone Apps, Tuesday, January 18th, 2:30-4 PM, \$20
Internet TV, Tuesday, January 25th, 1 PM, \$20
ARC Tech Club, Wednesday, January 26th, 12 PM

Intermediate Crochet, Thursday, January 13th, 8:30 –11 AM

Carol Boerckel: Painting an Easy Winter Scene, Thursday, January 13th, 8 AM-12 PM, \$20
Watercolor class with Carol Boerckel

Senior Scholar: Greg Koos: "Writing the 19th Century in the 21st Century", Thursday, January 20th, 10 AM

Flower Arranging: Thursday, January 20th, 11 AM, \$25

Casey's Garden shop will teach a class on flower arranging. Take home a bouquet to brighten your table.

Digital Programming

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

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

Avid Readers Book Club: Tuesday, January 4th, 10 AM, Hybrid

Great Books: Thursday, January 6th, 10 AM

Other news: New opportunity for beginners to play pickleball with beginners on Wednesdays from 12 –7 PM. Wednesdays from 6:30 AM-12 PM will be reserved for experienced level players to play together.

Covid-19 Booster Clinic: Thursday, January 13th, 9 AM-3 PM

Partnership with McLean County Health Department, appointments preferred, walk-ins will be taken from 9-11 AM. More information to come.

VITA-Volunteer Income Tax Assistance

ARC will host a VITA site again for the 2021 tax year. We will schedule appointments on Wednesdays at ARC. Appointment slots will open on January 17th at 8 AM.

January 2022 MSM Report

(as of December 29, 2021)

December 2021 Numbers

- Mask mandates continue to play a role in the lowered membership numbers.
- Membership totals increased by 60 members in December (New & Renewed) over November's total numbers.
- There were 49 memberships scheduled to expire in the month of December, 25 of those 49 have renewed.
- There are 244 memberships scheduled to expire in the month of January, so far 34 have renewed.

December Sunshine Numbers

- 177 Birthday calls were made by the MSR staff in December.
- 187 Birthday calls were made in November.
- In November, we mailed 9 Bereavement Cards and 4 Get Well Cards.
- In December, we mailed 11 Bereavement Cards and 5 Get Well Cards.

November Shuttle Van Numbers

- 14 members utilized the Shuttle Van in November.
- 16 members utilized the Shuttle Van in December.

November Programming Revenue

- In November, we received \$2832 in Programming Revenue.
- In December, thus far, we received \$2767 in Programming Revenue.

The 2nd page is the Numbers Comparison Sheet

Member Services Number Comparison Report
January 2022

****Report as of 12/29/21****

Shuttle Van Ridership	
	Unduplicated Riders
November	14
December	16

Membership Totals	2490
Paid Member Total	1854
Silver Sneakers Total	546
Renew Active Total	53
Silver & Fit Total	21
Reduced Fee Total	16

Membership Stats

	November	December
Paid New Members	53	36
New Silver Sneaker	7	6
New Renew Active	1	0
New Silver & Fit	0	0

	November	December
Paid Renewal	78	64
Silver Sneaker Renewals	16	10
Renew Active Renewals	2	2
Silver & Fit Renewals	2	3

Monthly Attendance

November					
Week of	Monday	Tuesday	Wednesday	Thursday	Saturday
11/1-11/6	308	210	272	198	107
11/8-11/13	299	193	271	228	149
11/15-11/20	334	171	289	202	144
11/22-11/27	318	204	208	CL	CL
11/29-11/30	316	215			

December					
Week of	Monday	Tuesday	Wednesday	Thursday	Saturday
12/1-12/4			256	188	121
12/6-12/11	325	239	265	245	129
12/13-12/18	327	176	242	225	147
12/20-12/25	281	203	225	156	CL
12/27-12/30	249	155	227	N/A	

Prepared by Elicsha Sanders, MSM

Communications Coordinator Report January 2022

Fundraising

- **Brick by Brick:** No update
- **Bingo sponsors:** No update
- **Coffee Sponsors:** January sponsor is Institute for Financial Education. Still in need of sponsors for June, July and August of 2022 for the 2021 – 2022 calendar. Will also make asks for September 2022 – August 2023 in summer of 2022 and will re-evaluate pricing for the sponsorship then.
- **Build the ARC 2021:** \$6231.00 in General Support raised through 12/27/21. \$11,689.20 in Build the ARC Green Space through 12/27/21. We have raised \$8,055.00 toward the green space project since our September ask went out in August. \$15,945 until our overall goal for project is reached. An additional \$1,013.11 has been raised from 3 dine and donate events this year. These dollars and the total raised from Culvers on December 29th will also count toward green space fundraising and are not reflected in above totals yet.
- **Build the ARC 2022:** The ARC Living Memorial Fund has determined the following priorities for charitable contributions to the 2022 Build the ARC Campaign. Fitness Programming Upgrades and Additions – Replace aging equipment and provide options that meet ADA specifications and upgrade technology and storage to enhance ARC’s exercise class offerings. Classroom Updates – Replace and upgrade aging countertops and equipment used for art and craft-related programming including storage and organizational equipment. Green Space Initiative – The next phase of the green space project will focus on adding finishes that will beautify the outdoor space and allow members to enjoy outdoor programs. These finishes may include native plants, outdoor furnishings, outdoor program equipment etc. If you’d like to give a gift but don’t have a specific priority in mind, you may choose to make a gift toward general support and ensure that ARC can continue to make a difference for local seniors now and into the future. Will be working on setting fundraising goals for each area as we begin 2022.
- **Dine & Donate:** Will report Culver’s fundraising total at the next meeting. Next dine and donate, yet to be scheduled, will be in March 2022. Plan to reach out to Portillo’s.
- **Giving Tree:** Have reached out to B & B Awards and Twin City Awards for pricing on engraving our leaves and on whether or not they can recreate the leaves when we need more in the future.
 - B&B Awards - there is a one-time set up fee of \$15 plus an engraving fee, which would vary between \$9.50 - \$13.00 per leaf
 - Sent Twin City Awards images of the leaves, both blank and engraved, on 12/16/21 and have yet to hear on pricing. They do not believe they could recreate the leaf itself. Will check back in and report what they share at the next meeting.

Constant Contact as of 12/27/2021

- 4404 member emails in list. Up 37 from last report.
- 4985 subscribed contacts across all lists (includes non-members). 1945 members receiving weekly email as of 12/27/21. Up 65 from last report.
- Our email open rate over the last 30 days is 47%, up 5% from previous report.

Facebook as of 12/27/2021

- 1887 followers, up 9 from last report
- 1733 likes, up 9 from last report

**Senior Advisory Committee Meeting
Minutes Thursday, January 6, 2022 | 9:30 AM**

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

Members Present: Chair Steven Kossman, Rich Farr, Margaret Ann Hayden, Carol Plotkin, Deborah Shaw, Uday Deoskar, Barbara Singer, Faye Sanders

Members Absent: Leonard Ross

Township Officials: Supervisor Sarah Grammer, Trustee Floyd Aper, Trustee Sally Pyne

ARC Staff: Director of Operations Rick Lewis, Member Services Manager Elicssha Sanders, Communications Coordinator Samantha Scott, Director of Programming Molly Camper

Public Present: Doretta Herr, Faith in Action

Meeting called to order by Chair Kossman at 9:30 AM

Approval of Minutes

Motion to approve the minutes of the December 2, 2021 meeting made by Barbara Singer and seconded by Carol Plotkin. Motion passed.

Report from Chair

Chair Kossman clarified whose terms on the Advisory Board would be ending in March 2022. Margaret Ann Hayden's term is ending; she has served 2.5 terms. Co-Chair Deborah Shaw's term is ending; she has served one full term and will be looking to be reappointed. An announcement will be added to the February newsletter stating how those interested may apply for the openings in preparation for the March 2022 Advisory Board meeting. Barbara has sent a name of one person interested in applying. Vote will take place at March 2022 meeting.

Chair Kossman appointed Margaret Ann to a nominating committee to elect new Chair & Co-Chairs at March 2022 meeting. Deborah was to be appointed to the committee but will be in Florida during the time leading up to nominations and so declined the appointment. A second advisory board member will be appointed at a later date.

Steven will serve as an Advisory Board member for two more years.

Member Updates & Committee Reports

Uday Deoskar, Health & Wellness – No report.

Rich Farr, Fundraising – No report.

Margaret Ann Hayden, Welcoming Committee – The December 29th meeting had about 10 attendees. Next welcoming meeting will be Wednesday, February 23rd at 2 PM.

Carol Plotkin, Blood Drive Updates – Next Blood Drive will take place January 31st from Noon to 5:00 PM.

Leonard Ross – Absent.

Faye Sanders – No report.

Deborah Shaw – No report.

Barbara Singer – No report.

Report from Township Supervisor Sarah Grammer

Green space contract with Stark Excavating to be signed this week. The green space project estimate is \$139,000.

Sarah thanked Steven and Barbara for their service to the search committee for the new Director of Operations. The Township Board reached consensus and have offered the position of Director of Operations to Jess Ray, who will start in the position on February 1st. An update on the hire of Jess Ray will be shared via email and on Facebook on 1/6/22 at 1 PM.

Rick Lewis will stay at ARC for two weeks after Jess starts to help introduce him at meetings such as SHIP, Advisory Board and the East Central Illinois Area Agency on Aging.

ARC Staff Reports

Rick Lewis, Director of Operations Report - Report attached to meeting packet.

Molly Camper, Program Highlights – Report attached to meeting packet. Many programs that were scheduled to take place in person in January and February are being moved to Zoom including Caregiver Support Group, Grief Support Groups, and Music Enrichment.

Elicsha Sanders, Member Services - Report attached to meeting packet. Has updated reports in the new year to include more Sunshine Program-based numbers such as bereavement and get-well cards. Will also include numbers of members up for renewal compared to those who renewed membership.

Current members – 2,502 as of 1/6/22

Samantha Scott, Communications and Fundraising Update – Report attached to meeting packet. Updated report to include final 2021 fundraising numbers through the end of the year.

General Support - \$6,386

Green Space - \$11,959.20 (\$8,325 since August ask for September push)

New Business

- A. **Discussion of ARC operations:** The fire alarms went off at ARC due to water hitting the sensor in the machine room last week (week of December 27) leading to evacuation of building. Can put sensor back in service when the leak is repaired. Members may hear beeping panels; staff will handle the beeping when it occurs. This area has been a problem with leaking for years and cannot be repaired until the ice on the roof melts. Repairers have discussed bringing out metal sheets to create large patch.
- B. **Discussion of Director of Operations Hiring Process:** Previously discussed.

Suggested Topics for Next Meeting Nominations of Advisory Committee Chair & Co-Chair ahead of March meeting

Public Comment None

Township Board Meeting will be held January 20th at Normal Township Hall at 8:15 AM.

Meeting adjourned by Chair Kossman at 9:48 AM. Next Meeting: Thursday, February 3, 2022, at 9:30 AM.