

Senior Advisory Board Meeting Agenda
Thursday, December 2, 2021 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 November 4, 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 and holiday events
 - B. Discussion of Director of Operations hiring process
 - C. Approval of 2022 Meeting Dates
- 9. Suggested Topics for Next Meeting:**
- 10. Public Comment:**

Next Normal Township Board Meeting: December 16, 2021 at 8:15 AM
Next Senior Advisory Committee Meeting: January 6, 2022 at 9:30 AM

**Senior Advisory Committee Meeting
Minutes Thursday, December 2, 2021 | 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, Leonard Ross, Uday Deoskar, Barbara Singer

Members Absent: Faye Sanders

Township Officials: Supervisor Sarah Grammer, Trustee Floyd Aper, Trustee Arlene Hosea

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

Public Present: Mary Wuhrmann

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

Approval of Minutes

Motion to approve the minutes of the November 4, 2021 meeting made by Carol Plotkin and seconded by Rich Farr. Motion passed.

Report from Chair

Chair Kossman shared how successful the interview process for the Director of Operations position has been. There were 30 applicants, interviews for the top six applicants with the search team, and there will be 3 presentations at ARC next week.

Member Updates & Committee Reports

Uday Deoskar, Health & Wellness – No report.

Rich Farr, Fundraising – No report.

Margaret Ann Hayden, Welcoming Committee – Next welcoming meeting will be Wednesday, December 29th at 2 PM. The microphone system will be used to accommodate those who have difficulty hearing.

Carol Plotkin, Blood Drive Updates – No report.

Leonard Ross – No report.

Faye Sanders – Absent.

Deborah Shaw – Peace Meal is going well. Some eat at ARC and some are still taking their meals home to eat. Number of diners has ranged from 15 at a low to 31 at most. There are four tables set up with three chairs at each for diners who choose to eat in person at ARC.

Barbara Singer – November was very successful for ARC's Veterans Day programs. Rick helped Barbara make good contacts for next year's program plans.

Report from Township Supervisor Sarah Grammer

The green space project bid opening took place December 1st at 3:30 PM. There were two bidders. The lowest bid came in at \$139,000, and the other was \$160,000. The goal was to keep the project under \$150,000. Supervisor Grammar hopes for a decision at the December 16th Normal Township Board meeting. Both bidders were local. Bid packets asked that the project be started in the spring and be substantially completed by June.

The presentation portion of the Director of Operations interview process will take place the week of December 6th with presentations scheduled for December 6th and 7th at 11:15 AM and December 9th at 12:15 PM. ARC members are invited to attend and can anticipate spending about 30 minutes at each presentation. Each finalist will have ten to fifteen minutes to speak with time for a Q & A session at the end. Each finalist will introduce themselves and share a bit about their background, share their vision for ARC post-pandemic, and how they would involve partnerships in enhancing ARC's mission. Those who attend will be given index cards to provide feedback and share questions.

ARC Staff Reports

Rick Lewis, Director of Operations Report - Report attached to meeting packet. Aware of many members having health issues. Asked the advisory board members to share information about anyone they know who may also be having health issues so that ARC staff can stay in touch with them via phone and in-person visits.

Thanked the membership for supporting ARC's Thanksgiving food drive, which collected enough food to help seven families and one basket to go to the food pantry at ISU. Extra items were given to five ARC members in need.

George Wilson has Chromebook training off and running. Normal Township has received funding for a 2022 Chromebook class. The center is also receiving calls from members needing training on Echo Show devices.

Nicor has been outside at ARC working. Having the road closed is creating issues with traffic cutting through the ARC parking lot, so we will be encouraging members to be aware and stay safe.

Working with the ARC Living Memorial Fund to recruit foundation board members. Have reached out to Susan Kern, Bob Bradley and Norris Porter.

Molly Camper, Program Highlights - Report attached to meeting packet. Provided highlights on the special Christmas programming on schedule in December. All these special programs are already very well registered for.

ARC's Christmas card campaign is collecting blank and signed cards to be shared with assisted living facilities for the holidays.

Elicssha Sanders, Member Services - Report attached to meeting packet. Membership is still steadily rising. Some members are choosing not to attend in person yet due to the hours not working well for them.

Samantha Scott, Communications and Fundraising Update – Report attached to meeting packet. Have raised \$730 in the last week toward the green space project, which puts totals raised since the September ask at \$7,115.00.

Reminder to attend the next Dine & Donate event at Culver's on Hershey on December 29th from 4 – 8 PM in support of the ARC Living Memorial Fund.

New Business

- A. **Discussion of ARC operations and holiday events:** Previously discussed. Programming details can be found in the Director of Programming report.
- B. **Discussion of Director of Operations Hiring Process:** Previously discussed.
- C. **Approval of 2022 Meeting Dates:** All in favor of continuing to meet on the first Thursday of the month at 9:30 AM. Dates will be posted on the ARC website Senior Advisory Board page.

Suggested Topics for Next Meeting Updates from December Normal Township Board meeting, including green space and Director of Operations hiring

Public Comment Mary Wuhrmann – Are presentations for Director of Operations candidates open to the public? The presentations will be open to members, and the audience will be kept to 40 or less to keep with COVID-19 guidelines. Members of the search committee, ARC staff, and Advisory Board members are encouraged to attend all three presentations if able to as well. Presenters will be distanced from the audience and can remove their masks to present if they wish to do so.

Next Normal Township Board Meeting will be held December 16th at Normal Township Hall at 8:15 AM.

Motion to adjourn made by Rich Farr. Seconded by Carol Plotkin. Meeting adjourned at 9:57 AM. Next Meeting: Thursday, January 6, 2021, at 9:30 AM.

Attachments:

ARC Director of Operations Report by Rick Lewis

December 2021

1. ARC has had a number of members experiencing serious health issues and preventing them from coming to the center. I have reached out to many of them for wellness checks, drop off goodie baskets, and offer support.

2. ARC members responded to our efforts to support Normal residents needing assistance with food and provided enough donated food to feed eight families. Items collected included canned goods, boxed stuffing and cake mixes, and a cash donation that provided turkeys, eggs, and milk. Extra food was shared with five ARC members who have food needs. Food was delivered on November 22.

3. The Sunshine Chromebook Program was launched on November 18 with four participants. One participant will be trained later due to a conflict with her schedule. George Wilson, ARCs shuttle driver and tech retiree from Country Companies provided training. The program is supported with a technology grant from the East Central Illinois Area Agency on Aging. Chromebooks are computers that will be used to help seniors have access to the internet and reduce social isolation.

4. Training for AED/CPR recertification is scheduled for December 8 for all ARC staff, MSRs, and custodians. Seam Richardson from Township Officials of Illinois Risk Management Association (TOIRMA) will be facilitating training.

5. Nicor will be installing gas pipes along Beech and Willow Streets in the coming weeks and connecting an 8-inch line to the gas main at ARC. The project will burrow under the south lot to connect at the gas lines on the south wall outside the conference room. They will be barricading the sidewalk outside that space and using three parking spaces.

Program Report December 2021 by Molly Camper

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.

Virtual Cemetery Walk: Thursday, December 2nd, 11 AM, The Evergreen Cemetery Walk presented by the McLean County History Museum will be shown virtually in the ARC Auditorium.

One on One Durable Power of Attorney: Tuesday, December 14th, 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.

Virtual Reality, NPL: Monday, December 6th, Join the Normal Public Library for a virtual experience of snow-covered spots from all over the world.

Stamping Card Class: December 14th & 28th, 10 AM-12 PM, Make 2 greeting cards, \$8

Market Based Investments, IFE3: Wednesday, December 8th, 11 AM, Join the Institute for Financial Education for an educational presentation on "The Market".

Grief Support Groups: Women's Grief Support, Wednesday, December 8th & 22nd, 12-1:30 PM

Men's Grief Support, Wednesday, December 8th & 22nd, 2-3:30 PM

Co-Ed Grief Support, Wednesday, December 15th, 12-1:30 PM

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

Christmas: Peace, Love, Hope, Joy-Piano for Four Hands Holiday Concert: Thursday, December 9th, 10 AM, Senior Scholars Marcia Hishman and Carol Churukian are performing a program for four hands and piano of holiday music.

Holiday History of Mclean County: Monday, December 13th, 11 AM, Bill Kemp for the McLean County History Museum will present on how local residents celebrated the holiday from the pioneer era into the mid-20th century.

Cookie Decorating with Sugar Mama Bakery: Thursday, December 16th, 10 AM, You will be instructed on how to decorate (6) 4-inch round cookies. \$15

ARC Enthusiastic Gardening Club: Thursday, December 16th, 11 AM, Amaryllis Talk

Lucky Dice: Monday, December 20th, 12:30 PM, Join us for a lucky dice gift exchange. Bring a \$10 gift for a fun afternoon with friends.

Christmas Crafts: Tuesday, December 21st, 10 AM, Join ARC managers for morning of crafting. \$10

New Member Orientation: Wednesday, December 29th, 2 PM, ARC will host an orientation for new members in November and December.

Holiday Pickleball Social: Saturday, December 11th, 11 AM-4 PM, Non-competitive pickleball gathering. \$15, includes a rally towel and snacks

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, December 7th, 10 AM

Great Books: Thursday, December 2nd, 10 AM

Beginner Zoom: Tuesday, December 14th, 1 PM

**MSM Report December 2021 by Elicssha Sanders
(as of November 22, 2021)**

November 2021 Numbers

- Mask mandates continue to play a role in the lowered membership numbers.
- Membership totals increased by 130 members in November (New & Renewed) over October's total numbers.

November Sunshine Numbers

- 144 Birthday calls were made by the MSR staff so far in November.
- 201 Birthday calls were made in September.

November Shuttle Van Numbers

- So far in November, there were 69 pick-up* rides that occurred out of 82 scheduled. There were 77 drop-off** rides that occurred out of 85 scheduled.
- In October, there were 68 pick-up rides that occurred out of 83 scheduled. There were 76 drop-off rides that occurred out of 85 scheduled.
- 14 members utilized the Shuttle Van in November.

November Programming Revenue

- In October, we received \$2957 in Programming Revenue.
- In November, thus far, we received \$1394 in Programming Revenue. (Please note, this report was generated before the December Registration start date.)

*- Pick-up rides =ARC Shuttle Van picks up member from their home and bring them to the ARC.

** - Drop-off rides =ARC Shuttle Van take members from the ARC to their home.

MSM Continued

This 2nd page is the Numbers Comparison Sheet

Member Services Number Comparison Report
December 2021

****Report as of 11/22/21****

Shuttle Van Ridership	
Unduplicated Riders	
October	12
November	14

Membership Totals	2430
Paid Member Total	1810
Silver Sneakers Total	534
Renew Active Total	51
Silver & Fit Total	20
Reduced Fee Total	15

Membership Stats					
	October	November		October	November
Paid New Members	43	45	Paid Renewal	75	70
New Silver Sneaker	13	6	Silver Sneaker Renewals	22	14
New Renew Active	0	1	Renew Active Renewals	2	2
New Silver & Fit	0	0	Silver & Fit Renewals	0	2

Monthly Attendance						
October						
Week of	Monday	Tuesday	Wednesday	Thursday	Saturday	
10/1-10/2					119	
10/4-10/9	284	192	212	183	89	
10/11-10/16	CL	194	220	195	120	
10/18-10/23	260	174	233	196	120	
10/25-10/30	293	210	270	204	116	

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	N/A	N/A	CL	CL	
11/29-11/30	N/A	N/A				

Prepared by Elicssha Sanders, MSM

Communications Coordinator Report December 2021 by Sammi Scott

Fundraising

- • **Brick by Brick:** No update
- • **Bingo sponsors:** No update
- • **Coffee Sponsors:** December sponsor is Bloomington Normal Community Bank. 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:** \$5756.00 in General Support raised so far this year. \$10,019.20 in Build the ARC Green Space so far this year. We have raised \$6385.00 toward the green space project since our September ask went out in August. \$17,615 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.
- • **Dine & Donate:** Raised \$424.70 from the September Portillo's Dine and Donate. As stated above, the December Dine and Donate will be December 29th from 4 – 8 PM at Culver's on Hershey.
- • **Giving Tree:** Will be working on finding a new engraver to determine cost for the leaves we currently have ordered that have not been completed and any future leaves.

Constant Contact as of 11/22/2021

- • 4367 member emails in list. Up 53 from last report.
- • 4953 active contacts across all lists (includes non-members). Up 50 from last report. 1880 members receiving weekly email as of 11/22. Up 97 from last report.
- • 975 have unsubscribed from a combination of lists total. Up 6 from previous report.
- • Our email open rate over the last 30 days is 43%

Facebook as of 11/22/2021

- • 1878 followers, up 15 from last report
- • 1724 likes, up 11 from last report