**Senior Advisory Board Meeting**

**Minutes, December 5th, 2024 9:30 AM**

**Normal Township Activity and Recreation Center**

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

**Members Present:** Chair Deb Shaw, Laura Bailey, Michael Fulford, Terry Lindberg, Garth Piercy, Carol Smith, Amy Wick

**Members Absent:** None

**Township Officials:** Jess Ray, Supervisor

**ARC Staff:** Director of Operations Lori Kerns; Director of Programming Molly Camper;Member Services Manager Elicssha Sanders; Communications Coordinator Samantha Scott, Facilities Manager Chris Case

**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 November 7th, 2024 meeting was made by Garth Piercy. Motion seconded by Terry Lindberg. Motion passed.

**Public Comment** – Darla, Faith in Action: Mardi Gras bingo coming up on February 2nd. The event is more than half sold out. Contact Darla if you’d like a table because they will sell out. Individual cost is $65/person; tables have a discount. The event will take place at Destihl Beer Hall. Faith in Action also offering a trip to New Orleans in May for under $1,000/person and are wrapping up their annual appeal.

**Report from Chair** – Deb Shaw

Welcome to new Advisory Board member, Amy Wick. May have another board member joining in the near future once it goes to the Normal Township Board for discussion.

Reported issues heard from members regarding lights and the PA system not being easy to hear in various rooms. Chris has ordered lights. PA volume controls can be found in each room downstairs at ARC. Request from members to have announcements repeated.

**Board Member Updates**

Carol suggested adding signage to the east door that you should go to the south door for entry if you don’t have a key fob. Sammi suggested having this done in vinyl signage letters rather than paper signs taped to the door.

Discussion about if a decision has been made about expectations for etiquette in the fitness center. Updated guidelines have been written in the monthly newsletter for the last couple of months. There is currently no time limit to use of a piece of equipment, but if someone else asks to use equipment when no other piece of the same type is available, the person using would have no more than 30 minutes to complete usage. Treadmills seem to be most popular and at the center of most arguments. Discussed the possibility of purchasing an additional treadmill and finding out about resale value of a less popular arms-only piece of equipment. It seems to the biggest problem is not the equipment but how people treat each other. Discussed potential to elevate the consequences related to the current etiquette issues.

Discussion of recruiting a fitness center volunteer. Lori and Amy to further discuss etiquette issues seen beyond time of usage of equipment.

**Township Supervisor’s Report** – Jess Ray

Gave time to Amy Wick to introduce herself as the new advisory board member.

Amy spent 28 years in a variety of roles for the McLean County State’s Attorney Office.

Jess discussed inclement weather policies and communication of weather closures. Sometimes ARC closes as weather worsens and sometimes as a preemptive measure to encourage members to stay home and stay safe. Decision to close is sometimes made based on other organizations decisions – ISU, Heartland etc. Plan to let Laura know directly of closures so she can contact Peace Meal contacts.

On Tuesday, December 3rd, caucuses for Township elections were held at ARC. Paperwork for candidates must be filed between December 9th & 16th. Elections for Township are party-driven. There will soon be new folks around.

Township has a new candidate for the Advisory Board to confirm.

**ARC Staff Reports & Committee Updates**

* Program Highlights – Molly Camper: See report provided.

Looking for VITA volunteers (Volunteer Income Tax Assistance). VITA will be offered Thursdays beginning in February.

* Member Services – Elicssha Sanders: See report provided.

Added a section of her report that details income received from insurance partners.

* Communications & Fundraising – Samantha Scott: See report provided.

Fundraising totals to date are similar to the last few years at this time of year. Hope to hit a fundraising goal of $25,000 by the end of the year and are less than $6,000 away from that goal at this time. Today’s dine and donate at Moe’s on Bradford in Normal goes from 10:30 AM – 9 PM with 20% being donated back to the ARC Living Memorial Fund.

* Operations – Lori Kerns

Christmas tree has been a huge success. Members not permitted to add any of own ornaments; worked to avoid religious aspects when decorating.

* Facilities – Chris Case

Provided an introduction and shared a bit about himself. Chris was previously the building and grounds supervisor at Four Seasons. Excited to be here and is working to catch up on projects that were on pause including lights, air filters and ordering of supplies.

**Old Business** – None

**New Business** – Review Focus Group Details

Advisory meetings intended to be quarterly starting in 2025. Staff finalized questions to be asked in member survey regarding programming on Saturdays and evenings and transportation. The survey will be distributed for a week at the beginning of January. ARC staff will compile results, and a focus group will be held following compilation. Special invites to focus group will be sent based on what is received in survey. ARC Management Team and Advisory Board Members to be introduced to the focus group.

Discussed revision of advisory board guidelines. Have asked the Township Board to approve striking of standing committees listed and to approve quarterly meetings for 2025 on January 2nd, April 3rd, July 3rd and October 2nd. The advisory board will discuss potential adjustments to the advisory board mission statement at the next meeting.

Everyone introduced themselves to Chris.

**Suggested Topics for Next Meeting**

Edits to Advisory Board mission statement

**Meeting adjourned at 10:21 AM by Chair Deb Shaw.**

**Next Normal Township Board Meeting: December 19th, 2024 at 8:15 AM**

**Next Senior Advisory Committee Meeting: January 2nd, 2025 at 9:30 AM**