

LE Phillips Senior Center Board Meeting Minutes

Date: December 16, 2025

Time: 8:00–9:44 AM

Location: LEPSC

Present: Bryan Bessa, Doug Mell, Jerilyn Kinderman, Denise Wirth, Aric Burch, Mary Mero, Jim Bunkelman, Sandy Pocernich, Larry Zorn, Jackie Minor, Janet Lesniewski, Colleen Bates

1. Call to Order- Bessa called the meeting to order at 8:00 AM.

2. Approval of Minutes

October meeting minutes approved unanimously (Mero/Bates).

3. Treasurer's Report – Kinderman

Reviewed November financial statements. Donation income increased in November as we enter the year-end giving season. Payroll expense normalized in November after three pay periods in October. In November, one insurance company reimbursement was delayed so an accrual was booked for month-end to accurately reflect wellness income. December expenses will include Fire System, HVAC, and Steiner Recognition costs.

4. Director's Report – Minor

- **Parade:** A successful first-time participation; sponsored float built with Bunkelman's help. Received *Best Lights Award*.
- **Holiday Events:** Cookie Walk raised \$4,000+; Craft Sale over \$1,000. Holiday Party hosted ~150 attendees
- **Rock Steady Lease:** Not yet signed/returned. Discussion was had if the lease is not signed.
- **ASCAP (American Society of Composers, Authors and Publishers)**
License: Required for music use; cost \$800.
- **Staffing:** Senior Workforce program restored two employees.

5. Committee Reports

a. Executive Committee – Bessa

- **Board Elections:**
 - Member Elected-
 - 2-year term: Linda Mogensen
 - 3-year term: David Backstrom
Approved unanimously (Mell/Mero).
 - Bates, Lesniewski, and Bessa reappointed for three-year terms (Mell/Mero).
 - New Board Member: Beryle Middleton approved (Bates/Zorn).
- **2026 Meeting Dates:** Proposed schedule distributed with January meeting in alternate room; Feb. 17 Strategic Planning follow-up meeting at Nicolet Bank.

b. Building Committee – Bunkelman

- New fire alarm system operational; project on budget.
 - Pickleball ductwork complete; floor joint caulking planned.
 - Reception Desk Renovation begins Jan. 5 (4–6 weeks, est. \$65,000).
- **Roof Project:** RTS Roofing bid of \$96,000 (20-year warranty) approved unanimously (Mell/Mero).
- Great Room to be repainted.
- Kitchen equipment licensing options to be reviewed; committee to be formed and discussed at Strategic Planning.
- Proposed news release highlighting building updates, partnerships, and fiscal diligence.

c. Programs & Community Outreach – Mero

Meeting forthcoming; Strategic Planning to address.

d. Finance Committee – Kinderman

Investment Policy presented; vote scheduled for January.

e. Fundraising & Planned Giving – Pocernich

Committee has not met, partner sponsorship requests forthcoming.

f. IT Committee – Minor

Purchased four refurbished computers, new monitor, touchscreens, and scanners. Request for 3–4 large display monitors and wireless access points.

6. Old Business- None.

7. New Business- None.

8. Adjournment

Meeting adjourned at 9:44 AM (Mero/Zorn).

Next Meeting: Tuesday, January 27, 2026, at 8:00 AM

Respectfully submitted,
Denise Wirth, Secretary
