

L.E. Phillips Senior Center

Board of Directors Meeting Minutes

March 25, 2025 @ 8 am

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

1. Bessa called the meeting to order @ 8:03 am.
2. Approval of February 25, 2025 Minutes- Mell moved to approve minutes and Mero seconded. Unanimously approved.
3. Treasurer's Report- Kinderman presented the financial report. All looks stable. Staff is working hard to match numbers in fitness classes with people checking in.
4. Director's Report- Minor
 - a. Auditors are coming the week of April 7th.
 - b. Senior Resource Fair planning is continuing. It is September 16, 2025, 8 am- 2 pm. There are 46 confirmed booths thus far. The Center will limit the number of booths to 70. Cost of booths for non-profit organization is \$70 with for profit organizations \$125. Of note is that 3 non-profit organizations who had booths last year can't participate this year due to lack of funding.
 - c. Annual Meeting- May 27, 2025 @ 10 am with a cook-out after. The format includes committee representation for a five-minute presentation of each committee's work. 1-2 slides/ committee.
 - d. Grants- Applied for 3 grants: North Barstow Building District- money to purchase a sail to put over the patio which is too hot in the summer to be used. Plans are to also enhance the landscaping near the patio, so members can utilize the area. EC Community Foundation- requested money to purchase furniture for the patio. EC Community Foundation-proposal for fitness equipment to strengthen shoulders. Awaiting to hear back from all of these.
 - e. Phone- no change. Elevator phone will cost \$50/month. This will be installed soon. After this is installed, the center can cancel AT&T's service and rely on the new phone system solely.
 - f. New pool table that was donated is installed. Pool lessons going on.
5. Committee Reports:
 - a. Executive- Bessa. A structure for applying wages to employees is now available for the director to follow, with board review periodically to assure it is still current. The current budget includes adding staff as needed. The current volunteer board treasurer position has been more involved than typical nonprofit organizations. The goal is to move more of this to employees once the center gets aligned with correct staffing. It is also planned to look for an individual to take the current treasurer's position with proper shadowing from current treasurer.

- b. Building – Bunkelman 2025 Capital Projects
 - i. Original Parking Lot Replacement -\$33,750 Senn gave us this bid. Exterior Concrete Replacement Allowance \$10,000
 - ii. Fire Alarm Upgrade & Replacement. B&B Electric Bid- \$83,906. This will tie in with the elevator phone.
 - iii. Area of Rescue System Replacement- B&B Electric Bid- \$13,259

Building Committee Requests approval of all 3 projects with work to be completed in Summer/Fall 2025. Mell motioned to approve motion; Bates seconded. Unanimously approved.

A building remodel is being investigated to open up the reception window which would result in increased security as well as more controlled check-ins.

A kitchen remodel consultation is in process.
 - c. Programs & Community Outreach-Mero
 - i. A \$1 program fee was instituted for pool players & ping pong players which provides more consistency with other activities.
 - ii. Motion made by Programs Committee to charge for-profit businesses a \$25/class fee to hold classes/seminars at the Center. Mell moved; Bates seconded. Unanimously passed.
 - iii. Volunteer Appreciation Day is April 16 from 4-6 pm. Sign up is requested.
 - iv. Eggplant Heroes playing May 9, 7-9 pm. \$10 admission.
 - d. Finance- Kinderman. A Finance committee meeting will be scheduled in April.
 - e. Fundraising & Planned Giving- Pocernich. Looking to moving to 1 planned giving/year. Also exploring the center utilizing credit cards for payment of programs/activities/memberships. Sponsorships are also being explored.
 - f. IT-nothing new to report.
6. Old Business-Q & A being worked on regarding the Steiner donation to help members understand why the center received the money and what the plan is to do with it. The donation is not meant to be used for running the Center's day to day business. The Q & A will be distributed by email & hard copies posted in the center.
7. New Business- no new business
8. Adjournment at 9:45 am, Mero moving and Wirth seconding. Unanimously approved.

Next meeting will be held on April 22, 2025 @ 8 am.

Respectfully Submitted,
Denise Wirth, Secretary