

FINAL DRAFT

Active Seniors, Inc (ASI)

100 Harvest Street, Salinas, CA 93901

Board of Directors Minutes

July 3, 2025

- 1) **Call to Order:** **1:00 PM** **President Whitlock**
- 2) **Roll Call:** President Whitlock, 1st VP Reynolds, 2nd VP Evans, Secretary Beck, Treasurer Higgins, Directors Piekarski, Mraule, Ruggieri, Hirasuna present.
Director Doolittle 1:06 PM present.

Quorum Confirmed

Secretary Beck

Presenters and guest attending: Jim Tripp, Donna Elder-Holifield, Lionel Gill, George Niesen, Karen Towle, Robert Pettit, Director of Finance Robert McGregor, Facility Use Coordinator Margaret Neal

- 4) **Approval of Amended* Agenda July 3rd, 2025 (Beck/2nd/Approved)**

5) Officers' Reports

- A) Due to time restraints, **Strategic Kitchen Planning** (B1 on agenda) was presented by **Lionel Gill**:
- Interested Members met May 30th, 2025.
 - Lunch Service will remain at 120.
 - Awaiting cost estimates to change to electronic trigger for gas stoves.
 - Commercial Services calibrated oven thermostats. This company calibrated for free and remodeled oven area for free in past.
 - Proposes purchase of Platinum Series Convection Oven [standard, gas, 50,000 BTU, Double Deck, on casters, American made (for future parts replacement), can be installed within one week]. Comes with one-year limited warranty and available 2nd year warranty for \$500 more. For now, expected use minimum once a month at ASI.
- Motion made to purchase unit (**Beck/2nd/passed**). Amended to allot \$15,000 for purchase and not to exceed cost (**Evans/2nd/passed**)
- **Not** recommending warming oven (as above unit can serve as both)

- Current Ice Machine, Chinese made, still gives thinner sheets of ice but need manual hammer to break up.

B) **President's Report**

Whitlock

- Bylaws Ad Hoc Committee (McGregor/Beck) to review and amend Bylaws for the board's approval.
- BOD Happy Hour Continues every other month. August 2025 is at Stephen Doolittle's Home.
- ASI Operations Manual Development in progress
- *ASI activities FUND RAISERS, if not designated for specific cause, are allocated to General Fund. Will refer back to Policies and Procedures to address process for BOD to be informed of specific causes.
- *June 2025 BOD meeting formed Ad Hoc Committee (Evans/Beck) to recognize long-term members. Donna Elder-Holifield volunteers to join the Ad Hoc Committee (see also C, 2nd VP Report #3).
- BOD Quarterly Training, next date August 22nd, 2025, at Harden Ranch. A mini-training session on Roberts' Rules of Orders on the agenda.

C) **1st VP Report**

Reynolds

Kitchen Use Reservation System:

- some meals take up all the refrigerator space
- Currently have sign-up sheet on refrigerators. May consider 2nd-hand refrigerator kept in storage, for overflow days.

Garbage Can Needs

- Currently, one garbage can, one recycle, and one trash can picked up on Mondays, placed on Harvest Street Curb.
- Price for two-day pick-up vs. adding second garbage can to current plan is \$5.00 difference, \$289 to \$284. A second can can fit outside backdoor and not impede gate.

Motion to switch to two garbage cans plan (**Beck/2nd/approved**).

Members' Pizza and Beer Event, **June 27, 2025**, outstanding success:

- 200 participants
- 4 pizza places, 52 pizzas, 72 sodas, 200 beers, water
- Cost overrun of original donation of \$1000

- Cost of event \$1800+ [see also agenda's 8A (Finances)]

D) 2nd VP Report

Evans

- 1) Special Events Approved by Executive Committee:
 - a) **Tech Training Day** (Freedman), **July 24, 2025, 1:00 – 3:00 PM**
AI/Passkeys/Windows 10 support ending October 2025
 - b) ***Summer Dance with DJ** (Hirasuna) **August 9, 2025, 5:00-8:30 PM**. Donation by Sera Hirasuna, DJ Ron Soratos secured for the gig. Snacks provided. Dress Casual.
- 2) New Member Orientation, June 27, 2025, a rousing success.
 - 55 participants (some old, some recent, some new members)
 - Special thanks to **Liz Kensinger** for Herculean effort to put together 20-page New Member Orientation Handbooks for all participants
 - Plan is to continue yearly and massage the Booklet as needs arise.
- 3) *Long-Term Member Recognition
 - Motion to Sponsor a Lifetime Membership to **Shirley Jones** for her very long involvement with ASI, past board member, kitchen inventory and purchasing for years (see also agenda New Business #7 Kitchen Supplies Ordering). (**Beck/2nd/passed**).
- 4) Nominating Committee
 - The First Meet-&-Greet, postponed from June 2025 BOD meeting, has been rescheduled for August 7th BOD meeting. Committee members will call prospective candidates to attend the BOD meeting.
 - The next Nominating Committee meets August 11, 2025, at 10:30 AM.

E) Secretary Report

Beck

- The Approval of Today's Agenda addition to BOD's agenda facilitated (4) four late amendments be added to today's agenda. The Agenda Approval will remain on all board agendas.

F) Treasurer

Higgins

- Kathleen Vo has been instrumental in learning the Deposits process and will be in charge of same going forward.

6) Old Business

Annual Policies Review

Whitlock

Linda Evans, Sera Hirasuna, Michael Beck, Gerry Reynolds have volunteered to do annual review of policies. Secretary Beck asks that each reviewer compile which ones completed, both original and revised (if needed) so that new dates can be updated.

Bathroom Cleaning Frequency

Hirasuna

- Bathrooms are cleaned three (3) days/wk (Tues/Thurs/Sat).
- Often activity leaders also mop floor of women's bathroom
- Yoga and Zumba often have barefoot participants use the BR.
- no motion made to increase frequency.

7) New Business

Kitchen Supplies Ordering

Evans/Jones

With Shirley Jones retiring from the position, Bob Whitlock, Linda Evans, Lionel Gill, and Mary Ellen Para met to address same. Karen Towle has volunteered to do inventory July 11th. Looking for volunteers to help.

Janitorial Needs

Neal

Office Staff are overburdened at close of day procedures. Chores now include checking BR and supplies, checking Kitchen and wiping down counters as well as securing the facility. Looking for volunteers to help spread out the work.

8) Special Officers' Reports

A) Director of Finance

McGregor

Makes a motion to have ASI cover the over cost of the Pizza and Beer Party.
(McGregor/2nd/approved)

B) Director of Office Operations

Evans/Whitlock

Liz Kensinger with her computer skills has become administrative assistant, working on digitalizing ASI files and offers help if needed

9) Committees/Activities Reports

A) Activities

Hirasuna

I) New Activities Proposed

- a) **Poker/Rummy**, 2nd and 4th Tuesday afternoon. Rita Goel volunteers to be an instructor.
- b) ITN offers a **Safety Driving Evaluation** on a Saturday. Last ASI 2023.

II) Public Awareness of ASI

“Best of Monterey LIVING WELL”, 2025-2026 [Monterey County Weekly] has photographs of Hula Dance class at ASI, Pages 18, 37, 68, 91 and ASI is listed first on Page 103 Senior Center Programs Salinas.

III) Scholarship/Legacy Program

Initial Work has been done. Next Meeting is August 15th, a week after the Summer Dance to raise funds for the program. It is on the agenda for Policies and Procedures Meeting on July 7, 2025.

B) Facility Use

Neal

The READERS' Theatre will give another stage presentation on a Sunday in October.

C) Food Distribution

Freedman/England

No Food Distribution in June due to yearly Food Bank of Monterey County audit at same time. Distribution will resume in July.

Tina England is a new co-director with Dwight. Loretta Salinas continues to serve on the committee.

D) Membership/Communications/Technology

Freedman

- 1) June Tech Assistance Workshop 15 attendees. Two (2) new people with tech skills have offered to help
- 2) Technology Training Class July 24, 2025, Saturday 1:00-3:00PM
- 3) Adjustments to office computers, Middle Desk and Office Laptop updated to Windows 11.
- 4) SQUARE ASI's credit card apparatus support ends in September.
Will need to purchase a new one (& have payments transfer to new one).
Cost \$299, maybe less on Amazon.
Motion made to purchase new SQUARE apparatus (**Evans/2nd/approved**)
- 5) Office Epson Printer mechanical problem.
Closest repair San Jose Tex Worx. Robert McGregor will take it and retrieve it.
- 6) Contacting Comcast for a second phone line in the office.
- 7) Membership is 872, 169 new members since January first, \$23,279.00

October, will send out instructions how to renew membership on-line and/or use credit cards over the phone.

8) Sent in Harden Ranch Grantee Report (purchase of MSC program); accepted.

9) MSC adjustments to 'birthdays' set-up

10) Working with SQUARE (both old and new) for monthly basis Special Monthly Transactions

11) Thank you Linda Mendoza \$50 donation to buy a ream of paper.

E) Newsletter

Niesen

The newsletter editor asks that activities, committees, etc. send announcements further out so the newsletter could have an Events Coming Up section and advertise them in more than one issue.

F) Policies and Procedures

Whitlock/Beck

1) Termination of Membership Policy

- June 2025, BOD approved simple majority to terminate membership and added amendment that Decision by the BOD has no appeal. The Policy was sent back to P & P to make the changes and bring before the board for a final reading and passage.
- Motion made by Robert McGregor to change majority to two-thirds (2nd **Piekarski/Reynolds**)
- Call of vote by board members: President Whitlock NO, 1st VP Reynolds YES, 2nd VP Evans, NO, Secretary Beck, NO, Treasurer Higgins YES, Director Mraule NO, Director Hirasuna, NO, Director Piekarski, YES, Director Ruggieri NO, Director Doolittle, YES, Director of Finance McGregor, YES.
- 5 yea/6 nay, **Motion fails.**
- Motion made to adopt Termination Policy in present form (**Beck/2nd/passed**).

G) Programs

Ruggieri

July Lunch Program Legal Services for Seniors

August Lunch Program "Better Sleep" Dr. Garfield, MD

H) Safety

Piekarski

CPR/AED TRAINING now tentatively scheduled for Sept. 6, 2025, Saturday. An outside contractor to be the instructor. Encourage Board, Officers, Committee Chairs and Activity Leaders, as well as general membership. On July agenda Executive Committee for final approval.

I) Strategic Planning

Evans/Salinas

- Committee Teams have been brainstorming and now turn to “Vision Statement” and will present them at the quarterly Board training August 22, 2025, at Harden Ranch

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J) Sunshine Club

Elder-Holifield

Thanks to Dwight Freedman for forwarding lists to the Club. Christine Higgins reiterates the service is provided for ASI members only.

K) Website

Tripp

- ASI’s old Facebook Page administered by Wayne McDaniels. #134 followers. Now administrative access unavailable.
- Newest active Facebook page, “Active Seniors of Salinas, CA” so far has 34 followers.
- Website hits #640, 80% new
- Need to encourage ASI members to access the webpage.
- Dr. Chris Osegawa has offered help with the website

Adjourned: 3:10 PM

Whitlock

Motions passed:

Kitchen: Purchase of Platinum Series Convection Oven. Motion made to purchase unit (**Beck/2nd/passed**). Amended to allot \$15,000 for purchase and not to exceed cost (**Evans/2nd/passed**)

Kitchen: Motion to switch to two garbage cans plan (**Beck/2nd/approved**).

Kitchen: Motion to Sponsor a Lifetime Membership to **Shirley Jones** (**Beck/2nd/passed**).

Finance: Makes a motion to have ASI cover the over cost of the Pizza and Beer Party. (**McGregor/2nd/approved**)

Technology: Motion made to purchase new SQUARE apparatus (**Evans/2nd/approved**)

Policies & Procedures: Motion made to adopt Termination Policy in present form (**Beck/2nd/passed**).

Respectfully Amended and Submitted: 8/20/20025

Approved: 08.07.2025



