

DRAFT

Active Seniors, Inc (ASI)
100 Harvest Street, Salinas, CA 92901

Board of Directors Minutes
Thursday, October 2, 2025

1) **Call to Order:** 1:03 PM **President Whitlock**

2) **Roll Call:** President Whitlock, 1st VP Reynolds, 2nd VP Evans, Secretary Beck, Treasurer Higgins, Director of Finance McGregor, Directors: Hirasuna, Pieraski, Doolittle, Mraule. Director Ruggieri absent) Director Doolittle excused 1:26 PM.

Quorum Present **Secretary Beck**

Chairs: Facility Use Coordinator Neal, IT/Membership Freedman, Webpage Tripp.

Guests: Karen Towle, Kay Wallace, Jerry Crawford, JoAnn Reynolds.

3) **Approval of Amended Sept. 4, 2025, minutes (McGregor/2nd/Approved)**

4) **Approval of Amended* Agenda of October 2, 2025 (Beck/2nd/Approved)**

5) **Officers Reports**

A) President

Whitlock

- Executive Committee met Sept. 30, 2025- All recommended motions from Executive Committee are on the agenda.
- Quarterly Board Training session October 24th, 2025, Community Foundation of Monterey County, So. Main at Romie, South Salinas, 1:30- 4:00 PM.
- Suggestion box comment—volunteer wants clarity on roles-- Short role descriptions for servers and kitchen helpers will be compiled (Neal/Gill).
- Shirley Jones Honofrific dinner postponed; new date TBD. Shirley recovering from a fall.
- Board Social Hour, October 17, 2025, at President Whitlock's home in Toro Park.
- Holiday Closures: closed from Christmas Eve, noon, through 1st of January; closed on Thanksgiving but open the Friday after; some activities may continue without office needs.

B) 1st Vice President

Reynolds

- “Special Events” Sign-OFF request form revised and stored on Google Drive; plan to attach to procedures and manage printed blanks in the office filing cabinet top drawer. Fillable template pending.
- A current complete list of Standing Committee Chairs and members

C. 2nd Vice President

Evans

Special Events

- We Gather Together Friends-Giving Meal approved for November the 26th, 2025, 12:00 Noon. Capacity 25, first-come, first-served with lottery if oversubscribed; catered meal; transportation, serving and clean-up planned via volunteers; applications available now.
- New Year's Eve's Eve party remains nebulous. Needs volunteers to organize same.

Nominating Committee

- Nominating Committee: At least three confirmed candidates; bios and slate will be presented in November; sufficient to cover known departures.
- *Collected statements from board members about what they enjoy about being on the board for use in nominating outreach. Brief timed exercise conducted.

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D. Secretary

- November 4, 2025, Special State Election. All ASI activities canceled; office closed on election day. ASI Polling place volunteer staffing arranged (17) to cover three shifts to cover 6:00 AM to 9:00 PM (polls open 7:00 AM – 8:00 PM). Next year, elections for State Offices are in June (Primary) and November (General).

Beck

E. Treasurer

- Manage Treasurer transition at end of year; monitor counting machine discrepancies. Treasurer Higgins to remain on board but resigning as treasurer. [Christine has stated she will not “run” for election as treasurer but will remain as treasurer until January 8, 2026, election.

6) OLD BUSINESS

- Outside Bench Approved but still pending purchase (Doolittle).
- Convection Oven sign-off and bill paid (Gill/McGregor).
- Missing Back Gate Solar Light replacement still pending (Doolittle).
- *Rooms A & B linoleum cleaning still pending (Doolittle).

7) New Business

- 2-Business Lines Phone System Purchase (Freedman). The new phone system (Polycom via Comcast): two (2) base phones/three (3) hand-held receivers; capability to put on hold/transfer/use headset; monthly recurring costs \$267.50 and one-time \$199. Motion to approve purchase (Evans/2nd/Approved).
- Kitchen Ordering (Gill) Consensus that an alert list is beneficial; implementation details to be worked out.
- *Lease Commercial-Grade Copier (McGregor) Epson Printer still in repair shop x 2 months. Lease from Monterey Business Systems (MBS) due to reliability, service responsiveness, and capacity needs. Lease \$65.00 a month; Maintenance \$34.70 a month. Term is 39 months. Service response expected within 20 minutes to an hour based on references. Includes 1,000 black and white, 300 color. Overages: black \$0.0095 a copy, color \$0.07 per copy. The newsletter will be printed inhouse; Copymat printing will be curtailed. Motion to Lease Commercial-Grade Laser Printer. (Hirasuna/2nd/Approved)

8) Special Officers Reports

A) Director of Finance

McGregor

- Replaced mechanism for Parking Lot Automatic Doors last week.
- Davidson Account increased \$8,000.
- Trips/tours check policy adjusted to deposit earlier (not immediately), with waitlist checks held until confirmed to protect cash flow.
- Current finance report format is inadequate and will be redesigned next year.

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B) Office Operations/Volunteers **Evans**

- Two (2) members undergoing training as well as board members. Currently thirty-two volunteers to cover 9-4, M-F. On-line scheduling for volunteers is being researched.

C) Director of Tours **Evans/for Piazza**

- Tours through January are all wait-listed.

9) Committees/Activities

A) Activities Committee **Hirasuna**

- Inaugural ASI Craft Fair, Saturday, Nov. 8th, 26-30 ASI Crafters to sell their wares. Extending publicity to Monterey Herald, Monterey Weekly, KSBW, Chamber of Commerce and 16 other outlets, as well as posters and newsletter.
- Drive Well Program, Friday, Sept. 26th, 110 members attended. Tentative 2026 scheduled for February.
- Choking Information Session, Friday, Oct. 3rd, Presentation by Roselyn Lambert, RN; open to the public.
- 4th Senior Resource Fair, Thursday, Oct. 23rd. Concurrent VNA Vaccination Clinic 1:00 PM to 3:00 P.M. Rsvp to get headcount for VNA to bring both Influenza and Co-Vid Vaccinations.
- Two activities to move in schedule: Cardmaking #2 to 3rd Friday, 1:30 PM – 3:00 P.M. (Hirasuna/2nd/Approved); Beginning Hula to 2nd and 4th Saturdays, 12:30 PM -10:30 AM – Noon (following Sat. Zumba) (Hirasuna/2nd/Approved).
- Queen-Size Bed Quilt Raffle, October ASI Luncheon to draw attention to Craft Faire in November.

B) Membership/Food Distribution/IT **Freedman**

- Awaiting Food Drive Dates for November and December (Thanksgiving and Christmas fall on the last Thursdays of the month). ASI is closed for both holidays.
- Still seeking co-chair with Tina England for Food Drives.
- MSC-generated Monthly Activities Participation and Income Report hard copies available.
- Epson Printer still in repair shop in San Jose (>2 months).
- Final Office Computer and also Guest Computer Windows 11 update complete.
- Membership 953, 242 new members since January 1st. Dues 2026 Notice being sent. Can now pay dues “on-line.”

C) Policies and Procedures **Beck**

- Membership Assistance Policy* **tabled** at Executive Session. Awaiting procedure. MA Committee due to meet Friday, Oct.10th1:30 -3:00 PM.
- Expenditure Policy* **tabled**, sent back to Committee. (Evans/2nd/Approved)
- Bylaws Amendments 2025*, **tabled**, sent back to Committee (Evans/2nd Approved)
- Behavior Standards Policy* APPROVED (Evans/2nd Approved)

D) Luncheon Programs **Evans for Ruggieri**

- October 9th, 202*, Joe Grainger (topic: Harden Ranch)
- November 13th*, Camerata Singers
- December 11th*, Diana Avila Lopez (topic: Seniors' Brains)

E) Safety **Pieraski**

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- 2026 Presentations
 - i) Health Fair April 12th: Choking/Heart Attacks/Strokes
 - ii) CPR/AED Certification Sept. 6th
 - iii) Swallowing/Throat Anatomy/Choking Information Session Oct. 3rd
- Humberto Carrillo researching Bathroom Alarm System for emergencies.

F) Maintenance

Whitlock for Doolittle

- Front Door hallway, quad electrical outlet plug put in.

G) Strategic Planning

Evans

- Due to meet, Oct. 13th to work on Vision Statement after initial brainstorming by members on different topics.

H) Webpage

Tripp

- Change over to new website September 30th. E-mail snafu corrected. 496 Hits past 10 days.

10) Adjournment:

2:47 P.M.

Whitlock

Respectfully submitted,



Michael Beck, BOD Secretary

BOD Approval Date: 11.04.2025

mtb.10.06.25 draft 1

MOTIONS:

- **Approval Minutes/Agenda**
- **Comcast 2-Business Line purchase/lease approved.**
- **Lease MSB Commercial-Grade Laser Print Copier approved.**
- **Move two current activities to different days: Cardmaking #2 and Beginning Hula approved.**
- **MA Policy/Expenditure Policy/Bylaws 2025 Amendments Tabled/sent back to Committee**
- **Behavior Standards Policy approved.**