

**MEETING MINUTES FOR
ACTIVE SENIORS, INCORPORATED
100 Harvest Street, Salinas, CA 93901
DATE: January 2, 2025**

1. **Call to order:** 1:00 PM.

2. **Roll Call:** Board Members: Bob Whitlock, Donna Elder-Holifield, Virginia Yeater, Christine Higgins, Laura Ruggieri, Witold Piekarski, Sera Hirasuna, Gerry Reynolds, and Linda Evans
Absent: Lionel Gill and Janet Street

Guests: Bob McGregor, Karen Towle, Dwight Freedman, Jim Tripp, George Niesen, Margaret Neal, Shirley Jones, Michael Beck, Stephen Doolittle, and Wayne McDaniel.

3. **Minutes of Previous Meeting(s):** Minutes of the December 5, 2024 Board Meeting were submitted and approved with the following correction on Page 3: extraordinary.

4. **Correspondence:** None

5. **President's Report:** Bob Whitlock reported on the following:

- a) Bob thanked the departing Board members: Donna Elder-Holifield, Lionel Gill, Janet Street, and Ginny Yeater. *(Exhibit A)*
- b) Bob stated that communication is the central means by which ASI informs and educates the members and with almost 900 members and growing, it is very important not only how ASI communicates, but also when and how often. Bob has asked Dwight Freedman to officially expand his role as Technology Committee Chair to become the Technology, Membership, and Communications Committee Chair. The expanded role will add managing and overseeing all ASI communications, both internal and external, as well as continuing the maintenance of ASI's membership database. Bob asked for support as Dwight works to build his committee to accomplish the expanded responsibility.
- c) He reminded the new 2025 Board of the Friday, January 31, 2025 luncheon & organizational meeting at the Harden Foundation Bunkhouse Conference Room from 12:00 to 1:30 pm.
- d) He also reminded the Board about the informal bimonthly gathering held on the first and third Tuesday of the month from 10 to 11 am. The meeting is a forum for ideas, concerns, and visions for ASI with advisors and stakeholders who have experience, knowledge, and the history of ASI.
- e) Bob informed the Board that the code to the office door has been changed. The code is on a need-to-know basis. He noted that with the growth in membership, increased phone calls from the members, and doubling of daily office staff volunteers, the work area is restricted. If you need to get into the office, the office volunteer will open the door for you. In conclusion, Bob announced that Wayne McDaniel has volunteered to be the Special Events Committee Chair.

6. **New Business:**

- a) **Purchase of office desks and file cabinet:** Estimated amount to be no greater than \$3000. Linda Evans added that in addition to the purchase of office desks and a file cabinet, there is a need for a new office chair. A motion to purchase all the above, including a new office chair at a cost no greater than \$3,500 was made. The motion was moved, seconded, and approved.
- b) **Approval of 2025 ASI Holidays and closures:** Bob Whitlock distributed a proposed 2025 ASI calendar which included Board meetings, monthly luncheons, and holiday closures. A discussion followed regarding closing on national holidays, etc. A motion was made to approved the first half of the 2025 calendar, January through June. The motion was seconded. Discussion followed. Motion failed. It was decided to form an ad hoc committee to review and make recommendations regarding the calendar by the next board meeting. Committee members include Michael Beck, Margaret Neal, and Witold Piekarski.

ew Business Continued...

- c) **Confidentiality Agreement:** Bob Whitlock asked all members who have access to confidential information to sign a confidentiality agreement. Copies of the agreement were provided. **(Exhibit B)**

7. Old Business:

- a) **From Activity Chair, responses from Activity leaders of the December Board approved motion to have a members first policy in their Activity:** Seri Hirasuna reported that she had received no responses, but certain activities such as the Italian Cooking class and Bunko were members first, although Bunko does include non-members since attendance has dropped. Secretary Virginia Yeater read from the December 5, 2024 approved Board Minutes, stating that a motion was made, seconded, and approved for "members first" to participate or register for activities, classes, and/or events be tested for three months and then reevaluated. Bob Whitlock noted that we are still in the three-month testing period, but it appears that "members first" will be the policy. The Board will wait another two months to finalize the policy.
- b) **Standing lunch signups for board, servers, and kitchen staff. This was tabled at last month's meeting to this month's meeting:** Bob Whitlock noted that it was decided at last month's Board meeting, that the servers and kitchen staff did not need to sign up and would be given lunch. The consensus of the Board was that Board members need to sign up just like any other ASI member. In conclusion, it was noted that Board members should support ASI by attending the monthly lunches and sit at various tables throughout the room.
- c) **Safety Committee: Any date for training/instructions on shut-offs for gas, electric?** Witold Piekarski reported on the Committee's meeting of December 4, 2024. The Committee has agreed that required CPR/AED training for Board members and activity leaders was not necessary. A course will be offered at the participant's expense. Seven have registered. The Committee has also agreed that in case of emergency, calling 911 is the best response due to ASI's accessible and strategic location. The next meeting is scheduled for January 8, 2025. March plans include demonstrations on AED, CPR, and extinguishing fires.

8. Special Officer Reports

- a) **Director of Finance Report:**
 - i) **Income and Expense:** The cash Income Vs. Expenses 2024 **(Exhibit C)** was reviewed. All accounts are in good standing and ASI is in sound financial condition. Bob McGregor noted that ASI has a year-end positive cash position, mainly due to 2025 membership dues. Bob will update the Board on the year end investment holdings next month.
- b) **Director of Tours Report:** No report.
- c) **Director of Office Operations Report:** Bob Whitlock reported that he and Linda Evans have installed vertical in-boxes in the office for Board members and committee chairs. Linda Evans reported that while ASI was closed for the holidays, the floors were refinished, Dwight Freedman was working non-stop, and Bob Whitlock removed the non-working baseboard heaters in Room A and B and the electric heater in the office.

9. Standing Committee Reports:

- a) **Activities:** Sera Hirasuna presented the following new classes for approval:
 - I. **Italian Cooking Demo:** "5 Pesto's: Come for the Pesto's, Stay for the Stories", with Chef Dale Presson on Saturday, January 25, 2025 from 11:15 to 12:45 pm.
 - II. **Beginning Hula:** Mondays beginning January 13, 2025 from 1 to 2 pm, Room AA motion was made to approve both new activities. The motion was moved, seconded, and approved.
- b) **Food Distribution Activity:** Dwight Freedman reported the next food distribution will be held on Thursday, January 30, 2025. He noted that going forward, food distribution will be held on the last Thursday of every month, except for November and December 2025.
- c) **Publicity:** No report since the position is vacant.
- d) **Kitchen:** Gerry Reynolds reported that a total of 7 soups will be served along with a medley of muffins at the January 9, 2025 luncheon.

Standing Committee Reports Continued...

- e) Servers: Margaret Neal noted that the servers were overjoyed with receiving free lunches on the days they serve.
- f) Technology/IT Committee: Dwight Freedman updated the Board on *My Senior Center* accomplishments as of January 2, 2025 (*Exhibit D*). Linda Evans stated that the ASI 2025-member survey will be emailed today or tomorrow, January 3, 2025. There will also be paper survey available.
 - I. Workshops: Technology Workshops will resume on Thursday, January 16, 2025.
 - II. Website updates: Jim Tripp stated he is looking for a new ASI website host due to increased costs. There were 581 sessions in December, 386 were first-time users, other inquiries in order were Salinas, Watsonville, Monterey, San Jose, and Soledad.

10. Standing Director Reports

- a) Policy and Procedures and Info Committee: No report due to scheduling.
- b) Sunshine & Health: Donna Elder-Holifield reported that all records have been updated. Christine Higgins, Co-Chairman, asked all attendees to contact her if they know of someone who needs a get-well or sympathy card.
- c) Facility Maintenance: Bob Whitlock noted the refinishing of the floors as previously reported and thanked Michael Gaines for refinishing the entrance desk.
- d) Facilities Use: No report.
- e) Grants: Margaret Neal will review the email received today regarding grants.
- f) Programs/Speakers: Laura Ruggieri reported she is looking forward to securing speakers that are of interest to ASI members and appreciates the help offered from others.

11. Additional Items for Discussion (not requiring action):

- a) Bob Whitlock announced this month's luncheon speaker will be Dwight Freedman about how the general membership will be impacted by the *My Senior Center*, followed by the annual Membership Meeting. New Board Members were asked to prepare a short bio for presentation.
- b) Dwight Freedman reported that there are currently 893 ASI members.
- c) Karen Towle thanked Linda Evans and Bob Whitlock for their assistance and coordination of office procedures.
- d) Christine Higgins and Bob Whitlock noted the great time held by all who attended the New Year's Eve party.

12. Future Agenda Items: None.

Next Board Meeting: Thursday February 6, 2025, 1:00 p.m.

Adjournment: 2:15 PM.

Respectively submitted,
Virginia Yeater

