

## Sheboygan Senior Activity Center Commission on Aging Meeting Minutes

August 19, 2010

8:00 AM Room A

Meeting was called to order by acting Chair Greg Robinson at 8:02AM and opened with the Pledge of Allegiance to the Flag.

Present: Ald. Marilyn Montemayor, Ald. Julie Kath, Greg Robinson, Cher Pao Vang, Carl Rigotti, Richard Manny, Wendy Schmitz and Mary Nowacki.

Excused: Pat Henderson and Pat Weisrock

Unexcused: Don Guske

Communications: None

### Old Business:

Develop a mission statement. There was considerable discussion regarding the by-laws of the Commission and those of the Friends Board. Initially, Wendy gave an overview of the history of the SAC beginning with its location on Wisconsin Avenue. This overview contained very valuable information relating to the present condition and status of the SAC and how events and procedures developed over the years. Two copies of the by-laws were handed out and the most updated version never passed the Mayor's desk and/or received approval.

There needs to be clarification made with the alignment of the SAC and Friends Board by-laws. In essence, The Friends Board is the "Keeper of the Funds" and is totally separate from City rule. Greg proposed that 2 members of the Friends and 2 members of SACC meet together to propose a plan of organization which would state the function and purpose of Friends along with the function and purpose of SAC in co-operation with the Mayor's office which has the final say on policy and procedure.

It appears that the greatest challenge financially for the SAC is the maintenance of the building. There is no plan in place to maintain the SAC. It is not included in the city's building maintenance plan. Richard Manny proposed that a 5 year plan be drawn up for the maintenance needs of the SAC and presented through our alderperson representatives and director of SAC to the Mayor's office who will take it to the Council floor. There was some confusion expressed about the building being owned by the city yet there was no maintenance plan in place for this building by the city.

As stated by the chair: We need to update and approve the by-laws delineating "who does what when". It is this Commission's responsibility to keep the Mayor's office informed in order for our needs to go before the Council.

Richard Manny then moved that a committee be formed to : 1) articulate and define the short term needs of the SAC, and 2) create a 5 year capital improvement plan which would then be given to the Mayor's office for Council consideration. Motion was moved and seconded. Members of the committee are Wendy Schmitz, Richard Manny and Carl Rigotti. It was requested this be done ASAP.

The assignment given the SACCA is to read the latest copy of the by-laws and return next month to discuss and pass any changes. Highlighted was the attendance policy of the Commission on Aging members.

New Business:

Friends Board Update:

Richard announced that on October 23<sup>rd</sup> the Friends will hold their annual fund raiser at the Walderhaus in Kohler. The theme is “Ho-Down” with line dance and square dance callers, silent auction, pig roast, etc. It's an exciting adventure due to the change of season and venue. They are hoping to draw at least 75-100 people which would increase the finances supporting the SAC.

Statistics:

Wendy reported that the day trip activities are waning for various reasons. However, the Branson trip is doing very well in sign-ups. Discussion followed regarding tapping into the “younger” market (55-62) with shorter overnight trips.

The Friends report shows that it's doing well.

Complaint:

Mary brought to the table a complaint regarding the behavior of some of the attendees of the Center. There appeared to be a lack of respect shown the person in charge on a Thursday night. Using the Conduct Policy these people were spoken to and issues will be addressed and explained as they happen. Part of this discussion involved the regulating of the heating/air in the SAC building. At the present time Wendy is the only on-site person who has knowledge of operating the system. It was decided that another staff person know how to regulate the system in Wendy's absence. She will determine and report who that will be at the next meeting.

Meeting was adjourned at 9:20AM.

Respectfully submitted for Pat Weisrock,

Mary Nowacki, Commission Member