

## STEPHENVILLE SENIOR CITIZENS CENTER

### ADVISORY BOARD

#### NOVEMBER 9, 2021 – MEETING MINUTES

- I. CALL TO ORDER: Chairperson, Jan Smith called the meeting to order at 1:00 p.m. Meeting was held in the annex meeting room of the Stephenville Senior Citizens Center. Additional board members present were Joanna Lay, Sheryl Wells, Debby Watson, Marlene Dupas, Dana Worrell and Elizabeth Johnson. City Council member Daron Trussell was present. Staff members present were Kelli Votypka, C.V. Black, Sandy Morgan and Kara Dingman. Guest Monica Harris, Director of Finance was present.
- II. Monica Harris, the Director of Finance reviewed the donations and expenditures of the Senior Center from FY 2015 through FY 2021 and answered questions.
- III. Activity Report: Sandy Morgan reviewed the activity numbers for the center for the month of October with the numbers broken down to identify which activities are the most popular. There were 833 scans in October but there is not a way to identify unduplicated number of attendees.
- IV. The Minutes of the October 12 minutes were approved as written.
- V. Dana Worrell, from Texas Health Resources, reported that 14 people were vaccinated at the Senior Center at the October Vaccination Clinic. Additional, clinics are scheduled for November 17, 2021 and December 15, 2021.
- VI. Discussion on How to Increase Donations – A committee of 3 board members; Sheryl Wells, Debby Watson, and Dana Worrell was formed to explore options for soliciting more funds and will report back next month.
- VII. Overview of Boards and Commissions Handbook. The Boards and Commissions handbook should be used to clarify information about make up and responsibilities of the board. This will include information about term limits and the agenda. Agenda items have historically been referred to the Chair of the Board, however, there was discussion about the need for the City Liaison and Center liaison to be included on any referrals for agenda items. There was discussion about who is responsible for adding agenda items and how each city board is different. A request was made to clarify these roles. Additionally, all agendas and related documents are posted on the city website. Board members can subscribe to the website to review and print the documents.
- VIII. Board Comments:  
  
Darron Trussell clarified the new location for the new Senior Center. He reported that the RRQ was due today (11/9/2021) by 2:00 p.m. Elizabeth Johnson requested

that updates on the progress of the new Senior Center be added to each month's agenda.

Debby Watson reported that the Center will participate in the Downtown Merchants Shopping Spree being held on November 12, 2021. She asked who was responsible for putting the lights up on the square and wondered why the Senior Center wasn't included. It was noted that SEDA was responsible for the lights.

IX. Meeting adjourned at 2:30 p.m.