

**Watertown Senior Center  
Advisory Board Minutes  
February 18, 2025**

**1. Call to Order**

The Senior Center Advisory Board met in person on February 18, 2025, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Betty Jimenez, Cathie Wallen, Kathleen Gillingham, Dawn Justman. Not present: Mara O'Brien, Jammie Belstner, Peggy Brown.

**2. Review and Approve the December Minutes**

Betty Jimenez motioned to approve the December 10, 2024 minutes as written. Cathie Wallen seconded. Motion carried.

**3. Review and Approve the Monthly Financial Report**

Kathleen Gillingham motioned to approve the December financial report as written. Dawn Justman seconded. Motion carried.

**4. Citizens to be Heard**

There were none.

**5. Business**

**A. Review and take possible action: birthday and new member meals**

Meal voucher cost would increase from \$5.80 to \$8.50 per meal. Discussion occurred whether or not to continue the birthday cards and meal vouchers, and if new members should receive a meal voucher. Discussion also occurred regarding a change to quarterly birthday parties in place of the meal vouchers. Betty Jimenez motioned to approve discontinuation of all meal vouchers and replace with quarterly birthday parties. Dawn Justman seconded. Motion carried.

**B. Review and take possible action: purchase dart ball supplies**

The current dart ball supplies are on loan. Discussion occurred whether or not to purchase a senior and community center-owned set for roughly \$500 for a board, stand, and darts. Kathleen Gillingham motioned to approve the dart ball purchase. Cathie Wallen seconded. Motion carried.

**C. Review and take action: popcorn machine replacement**

It was suggested by the popcorn maker and custodian to replace the current popcorn machine due to failing seals and kettle. A new machine about the same size would cost roughly \$1,000. Up to 10% of that cost may be charged to a recreation account for shared use. Cathie Wallen motioned to approve the purchase of a new popcorn machine. Betty Jimenez seconded. Motion carried.

**6. Chairperson's Committee Report**

**a. Update Fundraising Committee on Current Efforts**

The bake sale was turned into a holiday cookie box, which ran December 17-19 and raised over \$700. The soup sale occurred on January 16, 2025 and raised about \$450; proceeds will go to a new fitness room tv and support building art. Green Bay Pack Grant will be worked on soon. New scrip cards are available and will earn roughly 3-12% back for the center. We now have a raffle license and

will begin 50/50 raffles on bingo days starting in March; we may also conduct basket raffles as well. While we will continue to gather donations for the patio furniture, we will move forward with purchases the main items this spring.

- b. Update Membership Committee on Current Memberships and Renewals**  
Regular meet and greets will be scheduled for next year as the last was a great success. We will work to revamp the newsletter and add bios for board members each month, pictures of programs, etc. to advertise for new members.
- c. Update Community Services Committee on Projects/Efforts**  
The suggestion box held a suggestion to create a “spread kindness” effort. Additional ideas for product drives were discussed.
- d. Update Program Committee on Program Attendance & New Programs**  
New ideas for 2025 were discussed to assist with potential rebranding efforts.

## **7. Director’s Report**

### **a. Updates**

New bathroom partitions are being ordered and will be installed in the spring, along with new ADA bars in the ADA stalls. The generator will not be installed until this spring. The PA system is installed and we are working on training and utilizing. Board elections will be coming up in March and April; members up for election were asked to submit their desire to run again by March 14. A recap of the holiday party included all ran well; next year we will only have one ticket for the event for both the meal and entertainment.

## **8. Adjournment**

Next meeting is scheduled for Tuesday, April 15, 2025 at 9:00 am. Betty Jimenez motioned to adjourn. Cathie Wallen seconded. Motion carried.