

**Watertown Senior Center
Advisory Board Minutes
December 16, 2025**

1. Call to Order

The Senior Center Advisory Board met in person on December 16, 2025. The meeting was called to order by Andrea Draeger at 9:06 a.m.

Present: Dawn Justman, Betty Jimenez, Lynn Fredrick, John Wanke, Peggy Brown, Andrea Draeger, and Kristine Butteris

Not present: Mara O'Brien and Jammie Belstner.

2. Review and Approval of Minutes

Minutes from the October 21, 2025 Advisory Board meeting were reviewed. Correction noted: Bake sale coordination should list Amy, not Josie.

Motion to approve with correction: Betty Jimenez Second: Dawn Justman. Motion carried.

3. Review and Approval of Monthly Financial Report

The monthly financial report was reviewed.

Motion to approve: John Wanke. Second: Dawn Justman. Motion carried.

4. Citizens to Be Heard

None.

5. Business

A. Review and take action: movie license

Option to continue the movie license for one year and reevaluate next fall was discussed. Other options included eliminating the license and movies, replacing them with another activity, or keeping the license while seeking sponsorships and increasing advertising. Suggestions included surveying members, evaluating the program throughout 2026, increasing promotion, and adding elements to boost attendance. If attendance does not improve, the license may be eliminated in 2027 due to cost (to be disclosed). Ideas included a suggestion board for movie titles and allocating up to approximately \$100 from recreation supplies for movie-related expenses.

Motion to continue license for one year and reevaluate next fall: John Wanke. Second: Betty Jimenez. Motion carried.

6. Chairperson's Committee Reports

A. Fundraising Committee

Bingo machine: reviewed email received from Dale regarding decibel level and insulation.

Soup fundraiser:

- Create a soup donation letter and spreadsheet of potential donors.
- Develop a list of locations for volunteers to solicit.

- Pizza Ranch to sponsor the day (discussion on soup donation or side items; biscuits free for everyone).
- Upcoming fundraisers:
 - 50/50 raffles in February and March.
 - Create a list of desired purchases for 2026 and assign raffle proceeds accordingly.
- Items to add to wish list: stove, additional black chairs for downstairs, furniture for Watertown room, chairs for library.
- Work with Dawn and Betty to develop the 2026 fundraising plan.
- Additional fundraisers: cookie boxes, soup sale.
- Scrip cards available for purchase at reception desk; increase online holiday advertising.
- Greeting cards for sale approved; all other cards (e.g., sympathy) require office approval.
- Generations of Joy and Open House recap; discussion of holding a spring open house.
- Sponsorship letter and press release sent, including email outreach for bingo sponsors.
- Discussion on concession items, storage, inventory, and sales tracking.

B. Membership Committee

- Develop a 2026 membership social media post aligned with renewal letter messaging.
- Discussion on a new sign-in system using recreation software with barcode fobs/tags (potential purchase).
- Membership coupons to Chamber for new members; scholarship information to be advertised for 2026.
- Discuss in 2026 whether to prorate memberships or roll over memberships purchased after October.
- Plan to calculate direct and indirect membership value to evaluate fees and improve marketing.

C. Community Services Committee

- Second Harvest Foodbank barrel was out for November and picked up last week.
- Donated quilt raffled at November 10 Veteran's Day event; amount raised to be confirmed.
- Discussion of additional community drives for spring (assisted living facilities, food, school supplies, Humane Society), including volunteer delivery coordination.

D. Program Committee

- Cookie class (11/28): approximately 10 participants; positive learning experience.
- Stamping group: potential to transition into a handmade card-making group.
- Yahtzee attendance low; moving to Mondays.
- Gold Star Self Defense program to run again at the Police Department for all adults.
- November birthday party recap; discussion of charging guest tickets beginning in May.
- Veteran's Day recap.
- Holiday party scheduled for December 17 (lasagna from Glenn's).
- December handchimes and Norwegian dancers recap.
- December 12 holiday craft and wrap recap.
- Family bingo scheduled for December 29; Dawn to assist.
- Discussion on attendees leaving early during entertainment; ideas included earlier start times, avoiding overlapping activities, and possible surveys.

- Coordinate high school carolers for 2026 with tree lighting.
- Holiday sing-along coordination with holiday open house or holiday party.

7. Director's Report

- Reminder that all volunteers must have completed volunteer forms and background checks; review of missing documentation needed.
- Building updates discussed, including raised toilets.
- Active shooter training scheduled for January 9.
- AMVETS check information and possible presentation discussed.
- Concession items to be launched in January; determine pricing and signage.

8. Adjournment

Motion to adjourn at 10:45am: Dawn Justman. Second: John Wanke. Meeting adjourned.

Next Meeting: Tuesday, February 17, 2026