

**Watertown Senior Center
Advisory Board Minutes
April 16, 2024**

1. Call to Order

The Senior Center Advisory Board met in person on April 16, 2024, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Beth Beckett, Betty Jimenez, and Kerry Kneser. Not present was: Cathie Wallen, Kimberly Henze, Justin Munzel, and Kathleen Gillingham. Also present was Andrea Draeger.

2. Review and Approve the February Minutes

A quorum of four was not met for this meeting; all items needing approval will be moved to a special meeting in May (date TBD).

3. Review and Approve the Monthly Financial Report

A quorum of four was not met for this meeting; all items needing approval will be moved to a special meeting in May (date TBD).

4. Citizens to be Heard

None.

5. Business

a. Review and approve: Senior Center Advisory Board By-Laws

A quorum of four was not met for this meeting; all items needing approval will be moved to a special meeting in May (date TBD).

b. Review and approve: policies governing the use of the senior and community center

A quorum of four was not met for this meeting; all items needing approval will be moved to a special meeting in May (date TBD).

6. Chairperson's Committee Report

a. Update Fundraising Committee on Current Efforts

A raffle license is still being explored as well as upcoming grants. The bake sale fundraiser raised over \$500. It was suggested to make sure thank you letters are sent to bingo and other sponsors and to acknowledge them at the annual meeting in May, invite to senior citizen day, add to newsletter, etc. Pizza Ranch donations are being accepted and round-up cards are being sold as a fundraiser to support the upcoming volunteer recognition event.

b. Update Membership Committee on Current Memberships and Renewals

A new member packet has been finished. It includes a welcome letter, flier, application, current newsletter, and will include the policies governing the use of the center when it has been approved. Renewals and new memberships are growing.

c. Update Community Services Committee on Projects/Efforts

AARP tax appointments have finished. Andrea followed up on barrel donations for assisted living locations with lists of potential items and is currently live. A volunteer will be needed to deliver these items.

d. Update Program Committee on Program Attendance & New Programs

Chess has started as a new activity twice a month.

7. Director's Report

a. Updates

The Senior Care Fair is set for May 1 and will need assistance with managing vendors and donors. The hall furniture has arrived and been put together. The next board election is here and ballots are due by Friday, April 19. Candidates will be notified and results approved at the May 21 annual meeting.

8. Adjournment

Next meeting is scheduled for Tuesday, June 18, 2024 at 9:00 am. A special meeting will be scheduled for the beginning of May. Kerry Kneser motioned to adjourn. Beth Beckett seconded. Motion carried.