CLARENCE SENIOR CITIZENS, Inc.
4600 THOMPSON ROAD
CLARENCE, NY 14031

REGULAR BOARD MEETING
Date: November 9, 2023

Meeting called to order in Clarence Public Library conference room at 9:00 am by Vice-Chair Carol Gettings.

ROLL CALL

PRESENT: Jim Blum, Brendan Cullinan, Carol Gettings, Bob Hoag, Michael Ramaccia, Rosemond Ruhland, Paul Schulz, Jay Steinbrenner, Wayne West.

EXCUSED: Lori Adams, Violet Oldenski

Executive Director: Heather Kraemer

Town Board Liaison: Bob Geiger

PLEDGE OF ALLEGIANCE/MISSION STATEMENT - Carol Gettings/Rosemond Ruhland

SECRETARY'S REPORT- Jim Blum

October 12, 2023 Regular Board meeting minutes distributed. No corrections known.

Motion to accept draft minutes of October 12 , 2023 made by Jim Blum. Second by Bob Hoag.
Voting to approve draft October 12 minutes aye (7) Blum, Cullinan, Hoag, Ramaccia, Ruhland, Steinbrenner, West.
Voting nay (0). Voting abstain (1) Schulz.
Motion carried.

TREASURER'S REPORT - Bob Hoag

Financial Reports - Comments on Financial Reports for the nine months ended September 30, 2023. Reviewed highlights of first two sheets, summary of the Balance Sheet and Income Statement. Balance Sheet looks at assets and liabilities at a point in time. We have received the fourth quarter stipend from the Town. The stipend is received quarterly and brought in monthly in line with accrual accounting.
Our Vanguard investments have continued to go up since last year. The investments have done very well. There are two purposes of the Vanguard investments: 1) as a contingency fund if there is a significant financial shortfall, and 2) as a source to provide senior center furnishings for a new community center.
There is still some grant money available. The freezer and dishwasher are both installed.
The positive net income is due to investments and donations. Operations were a loss.
The Finance Committee is looking at producing a cash flow report.

BOARD CHAIR REPORT - Lori Adams (by Carol Gettings)

Holiday Bonding Luncheon - To be held at Sean Patricks on the same day as the Board meeting. Please notify the office that you plan to attend and pay $25 if you will bring a guest by December 4, 2023.

EXECUTIVE DIRECTOR'S REPORT - Heather Kraemer. COF 11/09/2023

As of 10/31/2023 - Paid members 1090; Total bus mileage 36,047

Month of October - New Members 25; Total Attendance 1,573; Activities 1,454; Special Events 693; Off-Site Events 103; Meals Served 952; Meals (frozen) 440; Shuttle Riders 83; Shuttle Miles 1,203.

Comments - Reviewed October highlights. Several new members, who take part in travel programs, are from Amherst and Lancaster Senior Centers. Looking for more Emergency Shelter volunteers.

October Highlights -

Special - New Thursday evening hours for dinner and activities
10/01 Bills Game Party
10/02 Paula's Donuts & coffee
10/03 Octoberfest - Theme Dinner, Frankfurters music (96 attended)
10/10 Great Pumpkin Farm (2 sign ups)
10/16 Paula's Donuts & coffee
10/10 Flu shot clinic for members by Wegmans
10/10 University Express
10/12 Music and Pastries
10/13 United Healthcare Presentation
10/13 University Express
10/18 Letchworth Trip (full/wait list)
10/20 Open Enrollment
10/23 Senior Citizen's Day Luncheon
10/23 Seneca Casino Trip
10/24 University Express (x2)
10/25 Computer Support
10/27 University Express
10/30 Birthday Luncheon
10/31 Halloween Luncheon & Costume Contest
10/31 Halloween Dinner Party & Costume Contest

Future Events

11/05 Diners at Bobby J's (Desiderio's) with theater presentation
11/07 Election Day Voting 6 am - 9 pm
11/13 Town Emergency Center Meeting
11/16 Art Museum Trip
11/16 Friendship Tree Presentation, dinner following

11/18 Saturday, Shop-A-Latte Local Crafters (20 artisans selling, event space full) Includes Dragon Expresso and cup cake vendor. Especially for Christmas shopping.
11/20 Buffalo Casino Trip

12/05 Merry Christmas Darling Casino Show
12/14 Famous People Players Theater and Lunch (Toronto)

Fundraisers -

Meat Raffle under consideration for next year. Must be on site and requires front payment.

Food Truck event being explored for late spring.

Dishwasher - Installed.

EXECUTIVE & PEC - Lori Adams (by Carol Gettings) COF Exec 11/02/2023, PEC 11/02/2023

Executive Committee - Met to set agenda for this Board meeting.

Performance Evaluation Committee (PEC) - Met for discussion with ED.

FINANCE - Wayne West COF 10/26/2023

Vanguard Investments - Moved to a more conservative approach. Information Technology (IT) exchange into money market was a good move. The money market is getting about 4.5%.

Committee Meetings - November will be during third week of November to avoid the Thanksgiving holiday.

Finance Reports - Being reviewed for improvements and possible addition of a cash flow report.

Town Stipend - Contract coming soon. Budgeted number at 2% over last year ($326,400).

Committee Chair - New Chair will receive package of information from current Chair. Next year Wayne West will be Assistant Treasurer and remain on Finance Committee.

Training Appointees - Appointed people need a link for training.

MEMBERSHIP & PROGRAMS - Rosemond Ruhland

Committee Report - Important items in draft minutes of 11/06/2023 meeting were reviewed by the Committee Chair.

Activities Budget - Committee reviewed and suggestions were made on the Activities budget.

December Committee Meeting - Violet Oldenski will chair (12/04 @ 10 am) as Rosemond Ruhland will be off for a new hip.

Donations for Items - Money from donations for member produced items will go for the producing group (woodworking, So-Sew, etc). Items are on display in the Center Library.

Friendship Tree - Working on an unveiling program (November 16 @ 4 pm) for celebrating introduction of the Friendship Tree. Form for entering gifts to the Friendship Tree was distributed for information. Committee recommends the twelve memorial names from current posting should be included on the Friendship Tree. Following discussion, motion by Paul Schulz to move the twelve names of current posted memorials to the Friendship Tree with a different color leaf. Second by Wayne West. Voting aye (8) Blum, Cullinan, Hoag, Ramaccia, Ruhland, Schulz, Steinbrenner, West.
Voting nay (0). Voting abstain (0).
Motion carried unanimously.

NOMINATING - Carol Gettings

Finance Chair - Board Chair appoints Brendan Cullinan as Finance Chair effective December 1, 2023. Voting to approve appointment of Brendan Cullinan as Finance Chair aye (8) Blum, Cullinan, Hoag, Ramaccia, Ruhland, Schulz, Steinbrenner, West.
Voting nay (0). Voting abstain (0).
Motion carried unanimously.

Officer Nominees - Nomination Committee nominates Lori Adams for Chair, Carol Gettings for Vice-Chair, Jim Blum for Secretary, Bob Hoag for Treasurer, and Wayne West for Assistant Treasurer. The floor will be open for other nominations at the December meeting before the votes will be taken.

Committee Appointments - Committee Chairs and Committee members will be appointed in the December meeting.

New Member Experience Form - Committee will begin work on a form.

PERSONNEL - Carol Gettings COF 11/02/2023

No report. Note that payroll deduction IRA plan has not been implemented. Working with payroll company and investment company trying to get initiated for 2024. We are seeking other Clarence investment firms to be considered to offer the investment plan. This self funded IRA plan will be a service benefit for employees.

LEGISLATION & BYLAWS - Jim Blum

No report.

PLANNING - Jim Blum

No report.

OLD (unfinished) BUSINESS -

New Member Experience Form - Covered under Nominating Committee.

NEW BUSINESS -

Resignation - Board member Rosemond Ruhland announced her resignation from the CSCI Board effective 1/1/2024. She is having hip surgery 12/4/2023 and will not be able to Chair the M & P Committee meeting in December. She hopes to remain active as a volunteer on the M & P Committee and to head the Diners program.

Code of Conduct - Prior version distributed. Board notebook of Policies will be reviewed for current versions and possible Code of Conduct revisions will be discussed at next Board meeting.

TOWN BOARD LIAISON - Bob Geiger

1) Septic System Alarm - Fixed and it works
2) Dishwasher - Installed and works fine
3) WiFi - Working well
4) Renewal Letter - Board members due for possible reappointment will receive a letter
5) Leaving 12/31/2023 - Councilman Bob Geiger, Town Board liaison to the CSCI, retiring but will still be around

PUBLIC COMMENTS (received in writing)

Public Comments - There were two Public Comments submitted at the October Board meeting. They were reviewed by the Executive Committee and no action is recommended.
- No Public Comments were submitted at this meeting.

EXECUTIVE SESSION -

Motion to go into Executive Session under NYS Public Officers Law, Article 7, Section 105 (1f) of the Open Meetings Law to discuss the work history of several specific individual(s) made by Jim Blum. Second by Jay Steinbrenner.
Voting aye (8) Blum, Cullinan, Hoag, Ramaccia, Ruhland, Schulz, Steinbrenner, West.
Voting nay (0). Voting Abstain (0).
Motion carried unanimously.

Motion to go out of Executive Session made by Carol Gettings. Second by Jay Steinbrenner.

Voting aye (8) Blum, Cullinan, Hoag, Ramaccia, Ruhland, Schulz, Steinbrenner, West.
Voting nay (0). Voting Abstain (0).
Motion carried unanimously.

NEW BUSINESS -

2023 Employee Year End Bonus -

Motion to authorize the Executive Director to determine amounts for each employee, *(review of the plan with the Board Chair, Finance Chair, and Personnel Chair already done),* and distribute up to $2,300 from the payroll account as salary bonuses for the year 2023 made by Wayne West. Second by Brendan Cullinan.
Voting to approve Employee Year End Bonus recommendation aye (8) Blum, Cullinan, Hoag, Ramaccia, Ruhland, Schulz, Steinbrenner, West.
Voting nay (0). Voting abstain (0).
Motion carried unanimously.

2024 Staff Salary Increase Pool - No salary increase pool needed this year.

Board Appointment - Motion to recommend that the Clarence Town Board appoint Thomas Ternquist to the CSCI Board for a full three year term made by Wayne West. Second by Jay Steinbrenner.
Voting to approve Board appointment recommendation aye (8) Blum, Cullinan, Hoag, Ramaccia, Ruhland, Schulz, Steinbrenner, West.
Voting nay (0). Voting abstain (0).
Motion carried unanimously.

ADJOURNMENT - There being no other business, the Vice-Chair adjourned the meeting at 10:28am.

TRAINING SESSION - None.

TOWN HAPPENINGS - Bob Geiger - (covered earlier)

NEXT REGULAR MEETING - Thursday, December 14, 2023 Jim Blum, Secretary