

H. Lawrence Patrick Senior Center
Advisory Board Meeting Minutes
October 22, 2019

Members Present: Mattie Adams, Janet Beani, Pat Blanton, Lew Dellinger, Betty Grant, Lee Ann Long, Tamra Moody, Carl Morrow, Evelyn Pressley, Sharon Proctor, Charles Stephens, and Al Tate.

Staff Present: Tabitha Thomas, Lynn Lail, Glenda Hopkins, Bonnie Hale, and Karen Grigg.

Vice President Al Tate presided in the absence of President Rev. William Thompson. Al determined that a quorum was present, called the meeting to order, and gave the invocation. Director Tabitha Thomas thanked everyone for their attendance.

Tabitha introduced the newest advisory board member, Tamra Moody. Tamra shared a little about herself and why she desired to be on the board. The staff and board then briefly introduced themselves.

A motion was made to approve the July 23, 2019 minutes, and the minutes were approved by unanimous vote.

Committee Reports:

● **Director's Report presented by Tabitha Thomas:**

- Building update: The Center is obtaining a Knox Box for the Fire Department to use to access the building in an emergency. An AED cabinet is planned to be installed in the lobby. Tile repair in the conference room is in process and is now half completed. Lynn Lail, safety coordinator, coordinated an OSHA preparedness visit, and the Center received a score of 100%.
- Personnel updates: The Center is experiencing some issues with custodial staff due to illness. This leaves the Center with two part-time custodians. Tabitha does have approval to hire temporary contracted help.
- Planned purchases: There is a need for a new commercial mixer, but staff will look for one in storage and evaluate the need prior to purchase. Flat screen TVs may be purchased for the lobby and dining room that will be used for announcements. A need for weights for the Seniors in Motion class, which has approximately 40 participants, has been identified. There is a possibility of purchasing a cabinet for the Ceramics class as they need more storage space. Upgrades to the Billiards room are planned for this year, including new cloth for the tables.
- SCOPE Certification: The documents have been submitted to the Division of Aging and a site visit is scheduled for November 20, 2019.
- New Policies: Tabitha reviewed and explained the new "Bed Bug/Rodent" policy. Each board member was provided with a copy of the policy and provided with the opportunity for discussion. Tabitha stated the policy still needs to go to the City Attorney.
- Health Inspection: Janet Beani was recognized for receiving a score of 100% in the Center's kitchen.

- Marketing: The Center has a new display at the Kings Mountain Library. The Facebook page has seen increased traffic, and Tabitha is monitoring the analytics reports. The current reports show growth. Tabitha asked for the board to let the Center know where staff can go and speak to groups for marketing purposes. Mountaineer Days was cancelled due to weather. Lynn Lail developed a new brochure that was handed out to the board members. Tabitha asked the board to review the brochure and make suggestions for additions or areas of improvement.
- Tabitha attended the following meetings: TACC on July 24 and August 28; ACCESS on August 13 and September 10; Department Head meetings (including Strategic Planning) on July 2, August 28, and September 25; Leadership Cleveland on August 22 and October 2. Tabitha explained the Leadership Cleveland group.
- A question was asked about an entry in the Kings Mountain Christmas Parade. A decision was made that it may be too late to consider participating this year, but this will be considered for next year.
- **Financial Report presented by Tabitha Thomas:** The 1st Quarter report ending September 2019 was reviewed. The goal for this quarter was to spend 25% of the total budget. The Center is over budget on gas and oil expenditures due to increased fall trips, but there is no concern currently. The travel and training line is related to the Leadership Cleveland training. The dues and subscriptions line is increased due to annual dues that have already been paid out for the year. The maintenance contract line covers the “My Senior Center” license, which has been paid out for the year. Overall the budget is at 16.97% which is under budget. The review sheet was also reviewed. The General Purpose grant has not come in yet, but the contracts are being finalized. The SHIP Grants will be coming in soon. Building rentals continue to generate revenue. The Center now has direct access to donations. The Gift Sales are a bit under from last year, but the profit margin has increased. Clearance week is upcoming to move product from the shop. Tabitha expressed thanks to the City of KM for support.
- **Programming Report presented by Karen Grigg:** The Activity and Event Statistics for July 1 – September 20, 2019 was reviewed. There was a total of 586 unduplicated participants. It was noted that 294 individuals participated in the fitness and exercise programs with 34,520 hours! The volunteer report shows that in Q1, 102 individuals provided 3,028.89 hours of service at the Center. A question was asked about the Congregate Nutrition program, and Karen provided an explanation. Karen reviewed the first quarter unplanned events and the upcoming events for October, November, and December. Walmart will sponsor a holiday food drive again this year with distribution scheduled for December 18, 2019 for anyone 55 years of age and over. Food overage will be placed in the Center’s food pantry. The board was encouraged to suggest events.
- **Technology Report presented by Lynn Lail:** Q1 showed 659 participants were active during the quarter with 77.6% “in-town” participants and 22.4% “out-of-town” participants. Average daily participation was 106 per day with 6,668 sign-ins. 86 new clients joined in Q1.
- **Services Report presented by Glenda Hopkins:** In Q1 there were 454 participants for 1,435 units of service. The largest request was for clerical assistance which includes assistance with driver license, Medicaid forms, and food assistance. Glenda reviewed some of the critical needs that have been coming in to the Center. Glenda also noted that most of the consults are done in the office. Some discussion and explanation about requests for home repairs were handled by the staff.

- **Building Rentals and Transportation Report presented by Bonnie Hale:** In Q1 there were 13 total rentals. The complete rental expense for one day is \$1100. Bonnie reviewed the monthly number of transportation trips. There were 870 total transportation trips for the quarter. Of those, 371 were for medical purposes and 349 were for general purposes. There was a total of 97 clients served for the quarter.
- **Christmas Party and Breakfast for the Board:** Karen Grigg reviewed the Christmas Volunteer Party. The theme this year is “A White Christmas.” The date is December 13, 2019 from 11 am to 1 pm. The board was asked to try to come on Thursday, December 12th at 1:30 pm to help set up for the party and then help serve on the day of the party. The planning meeting is scheduled for Friday, December 6, 2019 at 9 am.
- **Other Business, Comments, and Concerns:** No other business was proposed.

The board was reminded the next meeting will be Tuesday, January 28, 2020.

Vice President Al Tate made a motion to adjourn the meeting, and the meeting was adjourned.

Respectfully submitted,

Lee Ann Long