

H. Lawrence Patrick Senior Center

Advisory Board Meeting Minutes

January 28, 2020

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

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

President determined that a quorum was present, called the meeting to order and gave the invocation. Director Tabitha Thomas thanked everyone for their attendance.

A motion to approval the previous board meeting minutes and the minutes were approved by unanimous vote.

Reports were projected via projector this month.

**Committee reports:**

- **Director's report** presented by Tabitha Thomas:
  - Building update: The Center's KNOX box for the Fire Department to use to access the building in emergency is to be installed soon.
  - Planned purchases include a new commercial mixer, a flat screen tv for the lobby and/or the dining room for announcements and will refurbish the felt on the pool tables.
  - SCOPE Certification received on 11/20/2019. Certification will last 3 years. Center can use the Center of Excellence log which will be added to the newsletter and brochure. Next review will be in 2022 for a 5-year certification.
  - New Policies: Tabitha updated the registration form/participation policy and distributed copies.
  - Marketing: 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.
  - Meetings Attended by Tabitha: TACC attended Oct 23 and Dec 11. ACCESS attended in Nov 12 and Dec 10. Department Head meeting (including Strategic Planning meeting) Oct 30, Nov 18 and Dec 9. Leadership Cleveland Oct 2, Nov 6 and Dec 2. Centralina Aging conference attended Nov 1.
  - SHIP update provided with 172 clients contacted during Part D Open Enrollment which is up 86% from last year.
  - Updated board rules provided to City Advisory – this is an open meeting in which guest have 3 minutes to speak.
- **Financial report** presented by Claudia Vaughn
- **Programming and Volunteer report** presented by Karen Grigg
- **Upcoming Events and Activities report** presented by Karen Grigg
- **Technology report** presented by Lynn Lail. 116 new clients registered for the quarter.

- **Services report** Presented by Glenda Hopkins: 1135 units of service provided to 471 participants.
- **Building Rentals & Transportation:** Bonnie Hale reported on first quarter building rentals. Total of 14 rentals for last quarter. 1021 total transportation trips provided with 354 being medical trips. Total of 100 clients served.
- **Other Business, Comments, Concerns:** No other business was proposed.

Board was reminded of date/time for the next meeting.

President, William Thompson made a motion to adjourn the meeting and the meeting was adjourned.

Respectfully submitted,

Lee Ann Long