



Meeting Minutes

January 25, 2021

I. Call to order

JB called to order the regular meeting of the WASCA Board of Directors at 18:03 on 01/25/2021 via Zoom Meeting

II. Attendees

- a) Vicki Brooker
- b) Justin Blackman
- c) Ron Gulyas
- d) Roger Tubby
- e) Arlis Fuglie
- f) Mandy Brennan
- g) Maureen White

III. Approve December meeting minutes.

- a) JB made motion to approve minutes, RG seconded. Board voted to approve meeting minutes from December. MB to publish public sections of minutes to WASCA SP.

IV. Directors update.

- a) VB presented the Director's Report (emailed to board before meeting) Report Below, highlights in yellow are notes from Secretary:

WASCA Director's Report

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Remote Bingo is a huge hit! We had our first 3 winners. They each received a prize basket of goodies from the Dollar Store. Total expense: \$26.00. I reported



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on this at our monthly CVCOA Contractor's Meeting and several sites asked for details so they can play at their sites, too.

MOW Intake Project: CVCOA requires completion of a 3-page Intake Form with each new MOW client. WASCA had 30 MOW recipients who had no paperwork on file. We'd been delivering to some for as long as 2 years. Kathy Paquette forwarded names to me last week and I'm working on getting the forms completed and updating the WASCA database.

Valentine's Day Cookie Gift: Marybeth Longo and Lindsey Bolger are funding a gift for our seniors. KH will make Valentine's cookies, we'll send each senior 3 big cookies in a Valentine-themed cello bag tied with red and pink ribbons, along with a Valentine card signed by Kitchen Employees, the recipient's MOW driver and VB.

End-of-Year Bonuses: Kitchen Employees each received a \$100 bonus. Thanks for approving this!

Annual Appeal: \$18,023 to date. Avg contribution: \$152.00. Some Waterbury Center Residents have reported that they have not received the Annual Campaign. JB suggested putting an appeal on Front Porch Forum to let all residents know.

MOW drivers drive 117 miles/day; 585 miles per week! FYi 😊

December Volunteer Hours: 192



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WASCA Meal Report

	MOW			Congregate			Total Meals		
	2019	2020	YOY	2019	2020	YOY	2019	2020	YOY
Oct	1475	1580	107%	654	1	0%	2129	1581	74%
Nov	1390	1441	104%	426	5	1%	1816	1446	80%
Dec	1476	1542	104%	422	6	1%	1898	1548	82%
Total	4341	4563	105%	1502	12	1%	5843	4575	78%

Above is Meal Report for the previous quarter.

WASCA is on track to do about 18,000 meals for 2021 (and hopefully increasing Congregate meals again). Data shows only a small percentage of eligible residents are aware of, and ask to receive, meals. VB to post on FPF and other venues to make area residents aware of who is eligible and how to connect with MOW. This is to include waivers made due to Covid.

V. Treasurers update.

- a) RT reviewed previously sent Financial updates and a Treasurer's report ending December 30th 2020, before the meeting. Going forward Reports will be made on a Month End basis.

VI. Thought on the article in 'The Roundabout' newspaper.

- a) Board shared thoughts and reactions to recent article about the Senior Center in the Roundabout (get date it was published) Board remains committed to moving forward with transparency and achieving the goals that they've set for 2021. RG volunteered to do a write up of the new and legacy board members and goals for the year.



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VII. Fundraising Committee update

- a) Two meetings held so far. Ideas and Planning so far include:
 - a) Auction (Donated Items)
 - b) Sponsored Ride by MOW Drivers
 - c) Road Ride/ Scavenger Hunt
 - d) 50/50 Raffle – would be first event kicked off

Suggestions during the meeting included:

- Continue Bottle Drive with Rodney's Rubbish in Waterbury
- Holiday Dinner's – Order ahead and Pickup. Menu and work/volunteers involved to be shared with fundraising committee and board to discuss if the cost and effort is worth the reward.

VIII. Report on meeting with Waterbury Select Board 1/11/21

- a) JB put together presentation for Select Board with several other members of the board supporting during meeting. Previous fundraisers such as renting out the facility or funerals are unlikely to generate as much as in previous years. Shared numbers such as percentage and income of MOW clients per town. JB suggested \$2.5K increase this year over last year, and after discussion, Select Board added \$32.5K to budget request to present to citizens of Waterbury. Meeting also gave opportunity to present services being provided in addition to MOW and answer questions about WASCA Operations. RG noted that Select Board was interested and listening to WASCA plans.

IX. Review end of year bonus decisions



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- a) Next Business day after December Board Meeting, Board of Directors was asked if employees would be granting a Holiday Bonus to employees. Board Members agreed through email to support a bonus to kitchen employees. The process highlighted some communication issues in making decisions through emails among the board. This also highlighted that several board members have not been as engaged/responsive as expected. JB to discuss with unresponsive Board Members privately.

X. Discussion around opening a capital account and/or an emergency account

- a) RT would like to separate some operation funds for long term obligations that will need to be met in the future. Multiple accounts (a Savings and a Checking for instance) would serve the purpose of accumulating interest and provide funds for specifics (example used was Equipment Assets that may need to be replaced.) This would also make some funds harder to access (not Automatic Withdrawals) JB made motion to open a secondary Operations account that is not to be used for Automatic Withdrawals, with both accounts included in monthly Board reports, RT seconded. Board approved anonymously.

XI. New Board members

- a) JB invited an interested member but unfortunately was unable to attend this meeting. To be rescheduled for February Board Meeting.
- b) MW is interested in being a board member.
 - a) Accounting and Financial career including Controller at several companies, both larger corporations and smaller business. Lot of experience with 990s, auditors, and nonprofit financials.
 - b) Has ideas for being Treasurer of WASCA and her experience would be valuable to give confidence in numbers and reporting.



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(1) JB asked how to handle perceived conflict of interest with MW's partner – MW suggested that RT would have his access removed from accounts, logins, etc. RT would remain a Board member.

- c) Loves Waterbury and wants to help the Center succeed.
- c) Board discussed membership of MW.
 - a) RT made motion to accept MW as member of Board of Directors, JB seconded. Motion passed unanimously.
 - b) JB made motion to for RT to step down as Treasurer, and board to accept MW as Treasurer of Board of Directors, RG seconded. Motion passed unanimously. RT to inform MW of Board's decision. JB to setup Office365 and other new member logins within 24 hours. RG to update membership on website and publish meeting minutes.

XII. Adjournment

JB adjourned the meeting at 19:40.

Minutes submitted by: Mandy Brennan

Minutes Recorded by: Mandy Brennan