



## **Meeting Minutes**

February 22, 2021

### **I. Call to order**

JB called to order the regular meeting of the WASCA Board of Directors at 18:08 on 02/22/2021 via Zoom Meeting

### **II. Attendees**

- a) Vicki Brooker
- b) Justin Blackman
- c) Ron Gulyas
- d) Roger Tubby
- e) Arlis Fuglie
- f) Maureen White
- g) Phil Walbridge
- h) Guest – Ken Kreiling
- i) Guest – Lindsay Bolger

### **III. Treasurers report**

- a) MW presented highlights from the treasurers report.
- b) Checking balance \$65,000 including \$15,000 ready to deposit. Edward Jones \$1,273.
- c) Accounts Payable totals \$3,934.44
- d) Accounts Receivable \$7,500
- e) Taxes Due \$27,534.80 plus Penalties \$19,988.99



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- f) Working with Sullivan & Powers on the FY20 990 filing. An extension has been filed to September. This will be the 2019 990.
- g) Overall, we are ahead \$10,000 from the same period last year. CARES income has made up for the loss of catering revenue, congregate meals, other fundraising events. We received \$40,254.45 in CARES, and \$4000 state hazard pay.
- h) Fundraising expenses were to print and mail the annual appeal letter. Dues and subscriptions includes \$147/month for bill.com. This service has been cancelled. Accounting services is for Reconciled \$374/month, plus an additional \$555 for “clean up” last summer. Software expense includes Zoom, TechSoup and a \$1200 expense for Bloomerang. Need to research the latter. Expenses are down 8,154.94
- i) Net income for October to January is \$36,227.49

### **IV. Directors update.**

- a) Progress being made with intake reassessment project.
- b) Toiletry gift bags are being put together this week.
- c) The bulk of the annual appeal is in totaling \$22,889.09
- d) We are working with RSVP to implement a Phone Buddy Program for seniors who want a friendly person to chat with once a week.
- e) The second drivers meeting is schedule for late this week. More discussions on best practices and implementing drivers logs.
- f) Gold stars to Gale Badeau, Ron Gulyas, Marge Gulyas, Phil Walbridge: Outstanding service organizing the kitchen, working with CVCOA on menu planning and documentation requirements and keeping nutritious and delicious meals going out to our seniors! JB added that Robin needs a Gold star for dealing with the changes.
- g) 210 Volunteer hours for January.



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h) Last 4 months of MOW are up 5% on last year.

### **V. Kim's Resignation**

JB Wishes to acknowledge Kim Hough resigned on February 12<sup>th</sup>. Her last paid day was Monday February 15<sup>th</sup>.

### **VI. Mark's Resignation**

JB Wishes to acknowledge Mark Forkey has resigned from the board dated February 16<sup>th</sup>.

### **VII. Mandy's Resignation**

JB Wishes to acknowledge Mandy Brennan has resigned from the board dated February 16<sup>th</sup>.

### **VIII. Report on Middlesex budget informational meeting**

JB attended a zoom meeting on behalf of the senior center. The town of Middlesex has an article on the agenda to give \$10,000 to the senior center and offered us to be there and answer any questions. There were no question for town members but JB gave a 2 minute appeal to the value of the meals on wheels service especially pushing having a person stop by 5 times a week.

### **IX. Kitchen review discussion**



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The board had a discussion on February 19<sup>th</sup>. JB had a family member receive meals on wheels for one week. Every couple of days JB delivered the meals to RG who reviewed the meals for taste, quality and adherence to CVCOA guidelines. Each days scores were added together to give an overall 5/10 with comments that the meals are a little low on protein and a little high on carbohydrates. RG will be working with each cook to see the guidelines are being met.

### **X. Spending Authorization**

MW asked that all spending by staff and board members go through VB. Individual board members can give spending approval only in emergency situations.

### **XI. Executive Session – Vendor Contract**

MW believes one vendor is over priced and under performing. The group asked MW to come back to the board with an alternative vendor for the board to vote on.

### **XII. Executive Session – New Board Member**

The board considered the application for Ken Kreiling to join the board of directors. Ken was unanimously voted onto the board.

### **XIII. Executive Session – New Board Member**

The board considered the application for Lindsey Bolger to join the board of directors. Lindsay was unanimously voted onto the board.

### **XIV. Executive Session – Process to hire replacement Cook/Kitchen Manager**



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The process would ideally be complete before the end of March. JB, MW, RT to work on updating the employee manual. VB, RG, PW to work on Job description. To meet and discuss as a committee 6pm Monday March 1<sup>st</sup>.

### **XV. Adjournment**

JB adjourned the meeting at 7.12pm

Minutes submitted by: Justin

Minutes Recorded by: Justin