



## **Meeting Minutes**

February 22, 2021

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

JB called to order the regular meeting of the WASCA Board of Directors at 18:06 on 02/22/2021 via Zoom Meeting

### **II. Attendees**

- a) Vicki Brooker
- b) Justin Blackman
- c) Ron Gulyas
- d) Roger Tubby
- e) Maureen White
- f) Ken Kreiling
- g) Lindsay Bolger

### **III. Quorum**

Currently the board has 8 members so we need 5 for a quorum. At this meeting we have 6.

### **IV. Last Months Minutes**

The group accepted last months minutes unanimously.

### **V. Treasurers report**

Bank Accounts NSB Checking Checking Account Balance – \$59,530.62 Undeposited funds - \$18,358.58 (all deposited March 1)

NSB Savings Account is active. \$30,000 has been transferred in March.

Paypal Account PayPal balance is zero. All funds were transferred to the checking. Account is ready to be closed.



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Edwards Jones Account Cash portion of account is \$390.56 (needs to be updated for FY20 to current). Stock basis is \$1,273.55. Total \$1,664.11. Total unrealized gain/loss is booked annually to the Center Profit/Loss statement.

### **Accounts Receivable**

Balance is \$7,500.00

Waterbury \$2500 (Jan), \$2500 (Feb). The Town has historically caught up with payments after Town meeting day, and budgets are done.

Middlesex \$2500. Paid 3/8/21 (payment 4 of 4 for their fiscal year)

The previous Sullivan & Powers invoice for \$2250 has been paid. This was for the 2017/FY18 990. The invoice of \$2122.00 was not received until March 2021. It had been sent to a personal email address in error. This is for the 2018/FY19 990.

All invoices outstanding at 2/28 were paid in March. They have been correctly accrued (expensed) to February.

### **Payroll Liabilities**

1. Aflac supplemental insurance. Balance is debit balance of \$232.82. It has been reconciled, and should have a credit balance of the amount owed to Aflac for February. The variance is due to expense not being recorded correctly from May 2019 through June 2020. It will be corrected.

2. Arrears payroll tax amount has not been updated. Total tax due is \$27,534.80. Penalties and interest is \$19,988.99. I will be calling the Burlington office of the IRS as soon as I can.

Current Federal taxes due, and VT income tax due are correct.



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The December Hazard payroll has been corrected. Amended W-2s were issued to employees, since the payroll was not processed until February 2021.

Federal Yearly Filings Working with Sullivan & Powers on the FY20 990 filing. An extension has been filed to September. This will be the 2019 990.

### Profit and Loss YTD Income Notes

1. Overall we are ahead \$25,768.48 from the same period last year. CARES income has made up for the loss of catering revenue, congregate meals, other fundraising events.
2. We received \$40,254.45 in CARES, \$4000 state hazard pay and \$5000 from VT Community Foundation.

### Expense Notes

1. Dues and subscriptions includes \$147/month for bill.com. This service has been cancelled.
2. Accounting services is for Reconciled \$374/month, plus an additional \$555 for “clean up” last summer. The agreement with Reconciled has been terminated.
3. We have signed an agreement with Pay Data (VT) for our payroll. I have worked with them previously for about 10 years. This will save the Center about \$800/year and we should get better service.
4. Software expense includes Zoom, TechSoup and a \$1200 expense for Bloomerang. Need to research the latter.
5. Expenses are down \$7,677.85

Net income for October to February is \$45,900.22 Uncashed Checks More uncashed checks were found this month. All were dated prior to 2017. There were 18 checks for a total of \$936.07. These are in addition to the uncashed checks reported by Wendy Magee in the August 13, 2018 Operations Report. Vicki and I have controls in place to ensure that all funds received by WASCA are accounted for, and deposited timely.



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### **VI. Directors update.**

March for Meals: March is March for Meals month. Lindsey, Marybeth, Diana and I met to figure out a strategy to promote MOW safely during Covid. We settled on a series of FPF postings designed to raise awareness of the program and do some public education. Watch for weekly FPF postings and please reply if you're inspired to do so! The idea is simply to keep MOW and WASCA in the public eye this month.

MOW Intakes and reassessments: Thanks to Justin for setting up a computer for Marybeth to use for this. It's a time-consuming task and her help will really make a difference in keeping us up to date.

Meal satisfaction: Clients are really pleased with the meals recently. Huge kudos to everyone involved!

Re-opening: VASCAMP (VT Association of Senior Centers and Meal Providers) is working with the VT Dept. of Health on re-opening guidelines. They will present draft re-opening guidelines in the monthly meeting on 3/19, which we can use to define our re-opening plans.

Woodstock Farmers Market: Part of their company mission is to help support local organizations. Throughout the year they run fundraising campaigns that allow customers to donate to local causes. Since re-opening in Waterbury, they've been collecting money for the Meals on Wheels program.

Welcome to MOW packets: I'm working on a team with Kathy Paquet to design a standard Welcome Packet that all agencies can use. Standardization will ensure that all MOW clients are receiving correct, up to date information and all the information necessary. When complete, CVCOA will pay to have them printed, which eliminates a task for the directors.



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Updated dietary guidelines: Mary Woodruff from DAIL did a presentation on updated dietary guidelines at last week's Area Contractor's meeting. No immediate changes are necessary in our menu planning. The new guidelines focus on eating habits that can benefit from incremental changes. CVCOA will be doing training for Cooks, and these areas will be highlighted in the Nutrition Education segments we provide throughout this year.

As Kathy reminds us: "We are running an Older Americans Act Nutrition Program, not a restaurant."

YTD Volunteer Hours

WASCA Volunteer Hours

Oct 246

Nov 200

Dec 192

Jan 210

Feb 331

WASCA Meal Report

Contract Meal Analysis:

FY21 Contract Meals: 20,000 (385 meals/week)

End of Feb is 21 weeks into FY21.

21 weeks times 385 meals/week = 8085 meals

Actual # of meals as of 2/28: 7298



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Contract is re-evaluated after June 2021 reports are filed. If underserving, contract amount is adjusted for July, August and September.

We will probably make up and possibly exceed the difference when we re-open for Congregate meals, but we need to keep an eye on this. I'll report monthly.

### **VII. Lead Cook Job Posting Update**

VB reported that the job posting on INDEED had already brought a few enquiries a few of which look promising. The good ones will be sent an application form. Next step is a phone interview, and the best will be invited for a site visit.

### **VIII. Job Posting Committee**

Discussions on who has the final decision on hiring led to the forming of a committee. Members are :- Vicki, Maureen, Roger, Ken. The committee will work on the process of choosing the right candidate and making sure document are in place for all employees.

### **IX. Painting**

We would like a fresh coat of paint in the congregate area and possibly the kitchen. Voted to allow the spending of no more than \$500 for paint and materials. Labor will be volunteer.

### **X. Cabinets**

Some cabinets are needed under the bingo sign and the cabinets next to the milk machine need replacing. Agreed to look for donations from people having new kitchens done. If not possible spend no more than \$800 on new cabinets.

### **XI. Reopening Committee**



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We are hopeful that covid regulations will loosen soon and we can open for congregate meals and functions. Agreed to set up a committee to look at anything reopening starting with paint and cabinets. Justin, Vicky, Ron, Lindsey.

### **XII. Executive Session – Staff salary review**

Not published

### **XIII. Adjournment**

JB adjourned the meeting at 7.44pm

Minutes submitted by: Justin

Minutes Recorded by: Justin