



Meeting Minutes

April 26, 2021

Special Meeting to Discuss Employee Manual

I. Attendees

- a) VB: Vicki Brooker (Director)
- b) JB: Justin Blackman (Chair)
- c) MW: Maureen White (Treasurer)
- d) PW: Phil Walbridge
- e) LB: Lindsey Bolger
- f) AF: Arlis Fuglie
- g) RT: Roger Tubby

II. Call To Order

JB called the WASCA Board of Directors meeting to order at 18:03 on 04/26/2021 via Zoom.

III. Quorum

Currently the board has eight (8) members and therefore needs five (5) for a quorum. At this meeting we have six (6) members present.

IV. Last Month's Minutes

The group accepted last month's minutes unanimously.



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V. Board Discussion

- a) Employee Manual
Generally good. MW said we have some issues with the Family Leave Care Act that needs cleanup. Need any existing employees to sign final pages if major changes are made. Versions will be dated. 04/26/2021 – voted, seconded, unanimous.

- b) Maintenance, upgrades
18:12 Ron & Marge joined
DownStreet: Bernie & Jack here-
Replace ceiling tiles, fix sink – new faucet, new baseboard around floor, new carpeting
Hood outdated, no longer grandfathered – short 1 foot on each side, no fire suppression – get outside estimate – KC Mechanical?
Get report of state inspection, independent pricing from contractor, annual inspection report
Who’s responsible for equipment, hood? PW: We’re responsible; Rules change?

- c) Hobart
VB: unit filed when he was there.
Unit failed – motor. \$2,700 + 300 labor.
MW: Cash flow discussion...
Heater was replaced 3 years ago PW
Phil installed pump/motor last time 1600/1800\$
Vote: replace motor/pump – unanimous.

- d) Capital Planning - Cash Flow
Doing well right now
Reporting requirements for new grants
IRS look at cash

- e) Reach-In Refrigerator
Shipped next week; invoice for CVCOA

- f) Capital Planning for IRS meeting
Need fixed assets



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- Do an inventory – LB, MW, JB
Propose tomorrow evening 17:00 – spreadsheet
- g) Reopening meeting report – VB
Met on Friday RT, LB, RG, VB
Sat. July 10 grand re-opening
Traffic separation, driver station, whiteboard
Congregate meals sign in themselves, plates served.
Donation boxes on tables
Concern about volunteers, RSVP 3 –
juggling 11:00 – 13:00
LB: Interim solution?
MOW re-usable containers. Rinsing, bags,
Cloth/reusable tablecloths? Paper placemats?
- h) Donna starts Monday
Board meeting May 17
- i) Thanks for Gale
Certificate? RT: sign it, take to Axels?
JB: wait until annual meeting; flowers on Thursday?
PW: Picnic in August
- j) PW: Taxes
Wendy was quite diligent
We need any communications, documentation

VI. Adjournment

JB adjourned the meeting at 19:14

Minutes submitted by: RT