

**SALINE AREA SENIOR COUNCIL, INC.**  
**Zoom Board of Directors Meeting Minutes**  
**Monday, May 11, 2020**

The Saline Area Senior Council Board of Directors meeting was called to order by Lucy Crossey at 9:02 AM and managed by Nancy Cowan, Director, using Zoom online conferencing.

**Roll Call from respective homes:** President, Lucy Crossey; Vice President, Jim Low; Treasurer, Bill Nicholls (logging in from Texas); Secretary, Judy Slater; Director, Nancy Cowan; Mayor, Brian Marl  
Excused absence: Community Education Director, Brian Puffer.

**Minutes of Previous Meeting:**

April 13 regular Board meeting: Approved and accepted.

April 21 special Board meeting for the Payroll Protection Plan (PPP): including the addendum of April 23, documenting the change in the amount of PPP applied for: Approved and accepted.

**Treasurer's Report:**

When Bill returns from Texas soon, he will submit a financial statement; he does not have access to the records while away from Saline.

There has been little activity in March and April since the closing of the Center; Meals on Wheels (MOW) financial and delivery activity has continued throughout the Center closing. Since we are in unprecedented times with no guidebook, we have no idea when we will open or how the year will end.

We are in a good position currently.

Lucy asked for clarification of the Program Instructor Fees in the proposed budget, and Nancy replied that \$18,000, a figure in the budget was correct., is correct.

The report was approved as presented.

**Director's Report:** Documents distributed from Nancy by email to the Board prior to this meeting include:

Board of Directors Meeting Agenda for 5/11/20

Board of Directors Minutes for 4/13, 2020

Board of Directors Special Meeting Minutes for 4/21/20;

Contract proposals for 2020-2021 Nancy and Andrea's positions;

Second draft of the budget for 2020 - 2021;

4/2020 Trial Balance

Final FY 2018-10

We are still closed! The Governor's order is through May 31; we are waiting to see what happens. We are keeping updates on our web site and in Facebook.

We have been in touch with other centers re-opening: Milan may open in July, others are to be determined. SASC staff continues to work from home, waiting for word, and beginning conversation and preparing a document about how to phase opening. Perhaps staff will be first to return, cleaning and preparing the Center for members to return a week later, small groups will gather first. A survey to members about their comfort level for returning will be prepared to help determine opening; several have said they would not come back at first; perhaps continuing the Zoom participation could supplement actual activity attendance. Brian Puffer and Nancy conversed: Saline Area Schools controls building access; SASC and Liberty School are at-risk populations; we are in the minds of SAS as they plan.

The Newsletter has not been received in the mail by many members; it is of concern, but the USPS is as challenged as all aspects of our infrastructure. It was distributed on-line. The paperwork for the Payroll Protection Plan loan was submitted, and we were awarded funds of \$34,429.25, revised down from our original application of \$45,993.60. The revision was due to the deletion of our EDU staff salaries of Megan, Julia, and Kathy since their W-2's are from EDU instead of SAS. Items included in the PPP are salaries for the Director, Program Coordinator, retirement and FICA, not our rent. Nancy does not know why rent was not included in the award. The funds were directly deposited into our Bank of Ann Arbor account last week, so our bank balance is quite high. The funds will be deposited into our CARES account for payroll, once we cut a check to SAS. The funds will be tracked by Nancy and Bill via the CARES report. We will have fund balance in CARES. Loan forgiveness for the PPP loan is still TBD, the Bank of Ann Arbor does not yet have the guidelines. This is an all-new program that has moved so fast. Nancy is in touch with Miranda Owsley, SAS, and Bill Marshall, CPA at MRPA, to keep apprised of the situation.

Lucy expressed gratitude to Nancy for her work on the PPP. The Board agreed. Brian suggested that staff send an email and include in the newsletter the PPP salary award information.

Meals on Wheels serves 25 people; Kathy may need to add a third driver route; we are in a wait-and-see mode. Saline Area Social Services (SASS) provides bags of groceries and stable supplies to the MOW drivers for Thursday deliveries to MOW recipients. Thank you to SASS.

SASC members are registering for and participating in online programs: fitness and language among them. The Wednesday Zoom chats have engaged some members. The virtual Book Club leader has stepped down, and the group is continuing to meet virtually. Perhaps when we reopen the building, we will have a hybrid delivery of programs: in person at the Center and online.

The SASC Board election nomination period is May 13 - 22. Individuals can submit their own name or nominate another person. Open positions on the Board are: Vice President, Secretary, and Member-at-Large. We hope that elections can occur at the July annual picnic in Mill Pond Park. The May newsletter announced this process. Thank you, Jim Low, for all of your work in service to SASC as Vice President.

The next newsletter is scheduled for early June; by then, we may have word from the Governor whether or not there will be any openings of commerce and group participation. Nancy said that given our Center 's population, we may not be allowed to open until July at least. Lucy wants to write a "thank you to our staff" article for the newsletter.

### **Mayor's Report:**

The city is developing city services plans for the opening, perhaps in June along with potential modified stay-in-place orders. A shield has been installed at the City Hall front desk; appointments are required for meeting with police; lobby furniture will probably be removed. Adjustments will be made all around. The challenge for the city is the Recreation Center where many possibilities for opening are being discussed.

## **President Comments:**

Draft staff contracts for FY 2020-2021 (Director, Nancy Cowan; and Program Director, Andrea Lewis) are included in the Board packet for this meeting. A normal increase of one step over last year is proposed. Lucy proposed that the Board consider maintaining salaries at the 2019 salary level due to financial instability of the time and reported that some organizations are taking salary cuts. She offered that it would allow our PPP award breathing room; that if things change, we could address it again. Nancy said that salaries are conservative, and she is concerned about not moving forward beyond the current low level of salary with all staff in general. Lucy made a motion that contracts for Director and Program Manager be held to the 2019-2020 position due to financial instability. Discussion: Judy said that we are not far enough into the time of this unpredictable situation to know if our currently strong financial position will be threatened. Bill said that we do not have enough information to vote. There was no second to Lucy's motion. Lucy made a second motion to table the proposal until the June Board meeting for another look and discussion depending on information from the schools through Brian Puffer. Brian Marl suggested the word "table" in Lucy's motion be changed to "postpone." Lucy revised her motion to read: "I move that we postpone until the Board June meeting the topic of renewal of staff contracts for staff pending further information from the schools." All were in favor; the motion passed.

Judy asked about sick leave benefits for our contract employees: what provisions would be made in the event that the virus required isolation and sick time from work. Nancy said she would ask Brian Puffer about what the schools have planned. Our staff benefits are tied to the school's benefits policies.

## **General Comments:**

Judy asked about the possibility of staff layoffs. Nancy said that none have occurred at SAS at this time; that part-time staff are still being paid as is Community Education staff.

Judy asked about the Catchfire program Nancy spoke on last meeting. Nancy replied that it is an online learning platform for nonprofits; that the Community Foundation of Ann Arbor paid our membership fee to the end of 2021; that individual volunteers provide services to organizations that submit project requests online and receive online applications and resumes to provide the particular desired service; that the requester conducts online interviews with the volunteer service provider and makes the "hiring" choice; and that there are some "canned projects" to use.

Nancy has applied for volunteer assistance in three projects and has conducted nine interviews on the telephone so far:

1. An audit of our website
2. A review of our Board Manual (a consultant in New York is reviewing it)
3. The creation of a Personnel Manual for SASC staff

**Meeting was adjourned at 9:50 AM.**

**Submitted by Secretary, Judy Slater**