

SALINE AREA SENIOR COUNCIL, INC.
Zoom Board of Directors Meeting Minutes
Monday, April 13, 2020

The Saline Area Senior Council Board of Directors meeting was called to order by Lucy Crossey at 9:35 AM 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; Community Education Director, Brian Puffer.

Minutes of Previous Meeting: Approved and accepted as amended: change to "Pickelball plays three times per week."

Treasurer's Report: The surplus is high due to the Helen McCalla Grant, which was reported as income. Due to the Covid 19 lockdown and subsequent halting of all activities and programs at the Center, our financial picture is unpredictable; it is difficult to project anything. Our payroll is run through the school system and mainly come from CARES funds, and nothing has changed in its process. How CARES finishes is more uncertain. Our current bank balance is around \$90,000 and with CD's we have in excess of \$550,000. We are in a strong position, thankfully. The report needs to be finalized, as Bill is out of state.

Bill said that the 2020-2021 Budget approval is not needed yet; it will be finalized in June. A preliminary Budget ("rough first draft") document is in this Board meeting packet for the Board to review. It predicts lower revenues due to the virus pandemic.

Director's Report: Documents distributed by email to the Board prior to this meeting include: Contract proposals for Nancy and Andrea's positions; a first draft of the budget for 2020 - 2021; Board Minutes for March 12, 2020; March 2020 Financial Statement.

So much has changed since Friday, March 13, when SASC shut its doors in accordance with a state-wide order from Governor Whitmer to close schools until April 13.

The scheduled March 14 Craft Show and SASC Bag Sale were cancelled; all classes at the Center were postponed until further notice; SASC staff began working for the Center from their homes; only Meals on Wheels continued to be provided and managed by Kathy Adamson, SASC staff member.

Nancy divided the SASC 600+ member list among SASC staff, Lucy and Judy for making friendly phone calls to each member to notify them of the SASC closure, have a friendly chat, direct members to useful information on SASC's website and Facebook page, notify members about Saline Area Social Services programs, and to determine from the conversation if a member might need follow up check in at a later date. A few members are receiving follow-up calls by the staff. The calls were from one to twenty

minutes long; some folks were eager to talk; others said, “thank you, I (we) am/are fine.” All said, “thank you for calling.” Lucy asked if we might call again since this interim is extending; Judy said she took notes and has a list of those who might appreciate a second call based on the first conversations. Nancy said she would coordinate the second calls; that staff have already been doing follow up calls or emails.

Credits are being given to SASC program participants; the credits will carry over into the next budget year. Refunds will be made if requested, but many credits are small and are being noted on the member’s record.

Washtenaw Community College classes are still operating, but now online. Participants have been retained.

Meals on Wheels (MOW) is still operating; lunches delivered are enhanced by groceries that clients select from Saline Area Social Services. In this interim, we have enrolled 2 or 3 more MOW clients.

Staff is working from home. Nancy sent an update email to members last week listing MOW services and helpful resources. She encouraged members to call the office phone and leave a message or send an email and that staff will respond. Andrea is circulating daily brain exercises on our web site. SASC staff is composing an 8-page newsletter to mail out next week. It will include: a list of online classes (kudos for the teachers), resources and contacts; announcements about previously scheduled events that are being postponed, and an update on the work of the SASC staff in this interim. Some SASC contract class leaders are creating online class continuations: the fitness instructor is creating a Zoom participation platform.

Nancy thanked the Board for their previous support of SASC’s change over to QuickBooks Online and purchasing / implementation of membership database software over the past few years; it has made our transition more seamless since we have these items in place.

She said that social isolation is a concern for our members, given our demographic; that our revenue stream is not happening right now; that we need to stay relevant; that we have no idea what comes next.

Nancy discussed the \$500 limit she is allowed for SASC checks, saying that she and Lucy have a garage check signing routine the past week, as Bill was out of town. Lucy signs all checks of \$500 or more as second signatory to Nancy. A few checks each month fall into this category. The Board is ok with this limit for the time being but will visit it at a later date if requested.

Andrea wrote and we were awarded a small grant of \$3,000 for upgrade of SASC back patio to include raised garden beds, a portable shuffleboard. We were not awarded funds for new tables and chairs and a bench swing but intend to use SASC funds for

that portion. We will use the space for programming and a produce share with members.

Judy asked how grants are acknowledged. Nancy answered that thank you letters are sent and that sometimes pictures and /or receipts are required.

The Board election will post three open positions: Vice President, Secretary, and Member-at-Large in the upcoming brief mailed newsletter. Lucy made a motion that was supported to use the Newsletter vs. the Bulletin Board for members interested in a board position. The rationale is the bulletin board is presently inaccessible and it is unclear when that status will change. May 13-22 members can self-nominate online, via an email to Nancy. The election will be at the annual picnic, if it occurs. We may need to make adjustments to the process. Nancy said that there are online platforms like "Voting Buddy" that we could consider.

The upcoming newsletter will announce that Member at Large, Michele Hall passed away due to Pancreatic Cancer and will be honored via the Legacy Wall. Memorials in her honor may be contributed to the Center. Her daughter, Shannon, said that perhaps an August 1 memorial service will be scheduled, as that is Michele's birthday.

Staff contracts for FY 2020-2012 are included in the Board packet for this meeting. An increase of one step over last year is proposed. The Board chose to address them at the May meeting, giving time for consideration and questions.

Community Education Report: Brian described payroll for school employees, saying that all who are state school employees have to be paid; this includes our Director, Nancy Cowan and our Program Manager, Andrea Lewis.

He said that at the end of the month, the Community Education fund balance of \$320,000 will be depleted; that there is no income from programs; and that this afternoon he will find out about layoffs.

We questioned Brian about the salaries for Megan, Kathy, and Julia: will they be laid off? He said that our SASC Board can make the decision on its own, that if we decide to continue their pay, they would turn in their time sheets in the regular way, and their pay would come from CARES; and that the reconciliation would occur at the end of the fiscal year, as it always does.

Lucy asked about the legality for Megan, Kathy and Julia if they are not school employees. Nancy said that they are education contract employees, not school employees, and that it is up to us to decide about layoffs. Lucy said we don't want to lose anyone, and the Board agreed. She asked: If we continue to pay Megan, Kathy and Julia, is it a loan that they pay back, or what is the legality? Lucy stated that she needs some legal input to protect the Saline Area Seniors from doing something inappropriate.

Nancy replied that after paying staff last year, we had CARES dollars left over; that we may overspend this year, so we would pay the schools what we overspent. Brian Marl said he is comfortable paying staff, but willing to wait for Brian Puffer's report of the SAS decision. Lucy supported Brian's statement.

Brian Puffer will update the Board on the layoff information he learns today; the Board may choose to hold a special meeting before the regularly scheduled May 11 meeting if Brian's information gives us cause to do so. Otherwise, we will wait until the May 11 Board meeting for further discussion.

Mayor's Report: Brian said that if he had a crystal ball and believed in it, he would be optimistic that we may start to return to business as usual by late May; that it will easily be another month; that we have to ride the wave and wait and see.

Brian announced that he will postpone the Senior Conference scheduled for June 19 and that perhaps he could schedule it in August. He will provide Nancy with information to include in the upcoming brief mailout newsletter.

Brian makes weekly Public Service Announcements.

President Comments: Lucy announced that she, Jim, and Nancy visited Chelsea Senior Center on Thursday, March 12. The impact of the corona virus was just beginning to take shape for both groups. (Just a little over a month ago.) The next day SASC learned it would be closing on Monday the 16th. Nancy said that serendipitously, Chelsea told us about "Catchafire," a platform for nonprofits to apply for all kinds of help from people who have expertise to share and to provide work on proposed projects. Nancy is watching a webinar on this platform tomorrow and will describe it later.

Nancy will initiate a Board group email chat page for our ongoing contact, conversations, questions.

Meeting was adjourned at 10:18 AM.

Submitted by Secretary, Judy Slater