

PASC Board Meeting minutes
January 19, 2022

The meeting was called to order at 9:41 a.m.

The meeting was held via Zoom.

Present were: Bobbi Manges, Kim Rollinson, Pat MacKenzie, Anita O'Connor, Rachael Kiwak, Becky Klepadlo, Bridget Dennison, Tammy Miller, Tami Boylan, Bill Pierce, Sue McIntyre, Vicki Burgess, Toni Mathis, Rose Pennavaria, Erica Miller-Driscoll, Rose Richardson, Roy Afflerbach, Hank Annoni, Melissa Weigle, Lisa Paulson, and Linda Thompson.

Absent: Lisa Krout, Judy Holden, Renee Cunningham, Samella Hudson-Brewton, Michelle Haynes

Anita made a motion to approve the minutes from the October 7, 2021 meeting. Kim seconded the motion. All ayes, no nays. Minutes were approved.

Bobbi announced that Joyce Hardman has resigned from the Board as she has moved away from the senior center aspect of her organization. A new secretary is needed. Pat MacKenzie volunteered to fill the position. Anita made a motion to approve, Sue seconded, all ayes, no nays. Motion was passed.

There are no new board nominations at this time.

Anita presented the Treasurer's report. Due to lack of documents in hand, she was unable to present a budget at the start of the new fiscal year in October. She stated the budget is conservative due to inability to return to regular activities. She asked for feedback.

- Tammy asked if the \$54.00 per month (\$648.00 per year) website cost is included. Anita stated that it is included in the web hosting/communications line item (\$660.00). Tammy reminded the Board that the PR committee wants to get sponsors to cover this cost, but we need more traffic on the website. Anita will add the \$240 Zoom cost to the communications line item to bring it up to \$900.00. Tammy asked if it should be PR line item. It was decided it keep it as communications item.

- Bobbi pointed out that the flower fund is listed as a separate line item. She asked if we should also have a line for Board dues. As has been previously discussed, we could send invoices every January for dues.

Roy offered to pay the yearly Zoom fee in exchange for access to use the account. Kim Rollinson moved to accept Roy's offer. Lisa seconded. Offer passed. Bobbi will get the password to Roy.

This resulted in a \$48.00 difference so Anita will reduce each regional income by \$12.00 to balance. ***Secretary's note: We have 5 regions so the amount needs to be \$9.60 reduction per region.

Bobbi made a motion to approve. Erica seconded. All ayes, no nays-approved.

Anita presented the 4th quarter Profit/Loss report. She stated she could not send earlier as she didn't get records in time. She had to do a lot of forensics to figure things out. She has only had digital files up to 2019 when she stepped down. FY 2020-2021 are paper files only. Kim added that previous treasurer, Mike Dunn, has found 2 more files. She will mail those to Anita when she gets them.

Tammy inquired about the cash balance. Anita explained there was not one included because getting all the banking paperwork signature cards updated was quite a process, so she was unable to pull up the statements in time. Anita was able to report that as of December 2021, our balance was \$36,057.97.

Tammy made a motion to file this report for audit as amended and pending bank response. Tami seconded, all ayes, no nays. The motion was passed.

Anita presented Profit/Loss for 1st quarter of this year. She said Stripe is posing a challenge, but she is figuring it all out. The postage this quarter was extra high due to expensive mailing around the state to get bank signature cards done. IRS 990-N for 2020 has been filed.

No motion to accept this report was made.

Anita presented the case for the need for a document retention policy. She sent one out to the Board prior to the meeting. There are 3 large boxes of paper with records going back to 1992. These need to be culled. The remainder can be scanned in order to have digital records. Tammy suggested storing these digital records on the website under the Board tab.

Pat moved to accept this policy, Sue seconded, all ayes, no nays. Document retention policy was approved.

Please see Treasurer's written report for more in depth details.

Bobbi shared that the conference committee was looking at budget during recent meeting. During the meeting, the question was raised about a need to form new committees, perhaps a marketing and a fundraising committee? Do we need a legislative committee since we have Roy's services? Do we need an entire membership committee since Judy handles everything?

Bill interjected the need to change the appeal letter to be clear that it is really a fundraising letter, not just about advocacy and not for lobbying. He stated he feels we need to be doing a lot more to show how valuable the senior centers have been during the pandemic. He stated we need to refocus energy since the pandemic has sucked so much of our time and energy.

Tammy suggested our strategic plan needs to guide our decisions on how to move forward. We need to get a roadmap in place first.

Some things to think about for the April strategic planning meeting:

- What does our committee do?
- Are we needed?

Roy stated other groups he works with don't have a legislative committee. Their marketing committee contacts legislative consultant.

Rose Richardson presented the NISC report. The 3 initiatives that were discussed at the December 2, 2021 meeting were:

- 1) appropriations
- 2) the Bipartisan Infrastructure Bill
- 3) The Build Back Better Act

She will submit a written report to the Board with more in-depth detail.

Roy sent a state-level report to the Board prior to the meeting. He pointed out to us that the report contains many links. Highlights include that the systemic deficit has not yet been addressed. Legislature will have to prioritize this as mandatory line items costs increase each year.

Roy also reported that hearings will be streamed and available to view on PCN TV. Links are in his report.

Roy shared that via HB1691, veteran's groups are continuing their efforts to get lottery funds. The bill proposes to establish an instant lottery game with funds devoted to Veteran services.

Please see Roy's report for more in depth detail.

Committee reports synopses

PR: planning to put out an e-newsletter at the beginning of each month

- Everyone needs to submit an idea each month (fundraising, program, resources, etc.)
- They will also be sourcing info from BJ, Jill Campbell, Roy, to name a few
- March 15 is the first deadline for ideas for April e-newsletter—please submit in a Word document format. Photos need to be jpeg.

Legislative: biggest goal is to actually carry out plans-accountability. Two things they want to work on are:

- 1) Put together a legislative “tool kit” for members to be know what/how to approach their legislators.

- 2) Review PDA Covid mitigation guidance from June 2021 and possibly update for senior centers as they have been put into the long term care (congregate) category

Bobbi asked what the status is of the letter? Bill said it was not discussed at the committee meeting but shared that in April and June 2021, donations started coming in. The letter is dated March 5, 2021.

Membership:

Lisa says committee wants to get current senior centers list from BJ. The goal is to keep better track of out-of-date addresses. Judy continues to input members into database.

Lisa also stated the membership committee members are willing to disband to serve on more active committees. The exception is Judy, who does the tracking and data.

Professional Development:

Pat shared that the April conference is completely cancelled.

The committee wants to shift focus from PASC Presents to offering quarterly workshops that will charge a fee to attend. Coming up with monthly/biweekly topics is too cumbersome.

Bobbi has prepared a scavenger hunt. It will drive traffic to the website as it will have some of the answers. Participants will have to submit program ideas. Participants will be put in for a drawing of a \$50 Amazon gift card. Bobbi asked the Board for permission to use PASC funds to purchase the gift card. Lisa made a motion to approve, Tami seconded, all ayes, no nays. Purchase of gift card was approved.

Please see committee reports for more detail.

Regional reports synopses

SE:

- has not been too active due to demands of pandemic management
- will have meetings on the 3rd Thursday of each month
- No events planned but will continue info sharing from other centers/PASC

NE:

- Finding communication to be an issue. People don't understand what PASC is.
- Considering have a "PASC Party Day" to get leadership buy-in to want their staff to be a part of PASC.

CENTRAL:

- Has a vacancy due to Joyce's resignation. They are looking to get a replacement from Center County.
- Planning a training to be hosted at new community center that the Mohler Center is moving to. Active shooter floated as a possible topic.
- Some fundraising ideas include murder mystery, 50/50, wellness fair

SW:

- Looking at a possible May event-something light-hearted--perhaps a picnic with a Cher impersonator. Pat chimed in that is a good idea because, at this point, we would all like to turn back time.
- Plan to put out a survey to see what people want

Please see regional reports for more information.

Old Business

Bill asked if Motion Picture licensing agreement was still in force. It is.

Appeal donations checks are to go to Anita. Website donations will be processed through Stripe.

The next Board meeting will be April 12-13, 2022, in person. The focus will be strategic planning. Bobbi will research venues.

Meeting was adjourned at 2:33 p.m. No motions were made to adjourn meeting.

After the meeting, Bridget shared that she has been offered a position with the Nutrition Group and thus, will be leaving the Board. She has a possible replacement in mind. She will approach that person to ask if any interest.

Respectfully submitted.

Pat MacKenzie