

**GAHANNA SENIOR CENTER**  
**ADVISORY COMMITTEE MINUTES**  
**August 17, 2016**

- I. Our meeting was called to order by Patrick.
- II. Attendance: Present: Judy Cockburn, Ken Crissman, Judith Glenn, Meri Jo Linton, Ruth Burris, Donna Turrin, Patrick Monaghan; Meri Jo Linton was welcomed by the group as our newest member. This was Meri Jo's first meeting as part of the Advisory Committee.
- III. The June 29<sup>th</sup> minutes were accepted by motion.
- IV. Unfinished Business
  - a. Folding Wall/Partition replacement – Patrick reported this project was completed last month with the Parks & Rec dept and Senior Account of Foundation sharing the cost 50/50. Final cost of the project was \$9,285.00.
  - b. Floor cleaning – This service was rescheduled and will be performed by ABM (City's cleaning service) on Friday, August 19<sup>th</sup>.
  - c. Summer Picnic & Potluck (August 3<sup>rd</sup>) – The group discussed that this event was another success and everyone in attendance had a great time.
  - d. Volunteer Appreciation Event (August 10<sup>th</sup>) – Patrick reported that last week we had our annual volunteer appreciation event at Wesley Ridge. There were over 35 in attendance, and as a gift the Senior Center Staff gave all volunteers a logo printed travel mug and a bookmark.
  - e. Public relations – GG Glenn reported that she, along with Patrick, Judy Cockburn, and Beth McCollam (Parks & Rec Marketing), developed a new form that we will implement in hopes of streamlining submission of articles, photos, press releases, both for the Spotlight, and also within community news. The form was reviewed and a few suggestions and revisions were provided by the Committee.
  - f. Repair of roof siding at pull through entrance – Patrick reported that the Service department finalized the repair of the siding, as well as installation of a 9 foot clearance sign on both sides of the pull-through entry.
  - g. Election of President and subcommittees – At our last meeting it was decided we would wait until all positions on the Committee are filled before electing a President and Sub Committee Chairs. There is still one remaining position to be filled and the Parks & Rec Board is in the process of reviewing this. Also, the Parks & Rec department, along with the Parks & Rec Board is currently reviewing our By-Laws. After discussion by the Advisory Committee, the majority agreed it is best to wait until our next meeting to elect a President with the hope that the Parks Board will have appointed the remaining position to fill our Advisory Committee.
- V. New Business
  - a. Supervisor's Report (Patrick)
    - i. A new program called "Game Day" began this week (August 16<sup>th</sup>) and will continue weekly every Tuesday at 10AM. This is an informal activity where members may play Bunco, Triploey, among other games, in a fun and relaxing environment.
    - ii. Active Senior Expo – Current plans are in place to host an Expo day on the grounds of

the Senior Center on Wed., Sept 14<sup>th</sup> 10am-3pm. Patrick shared updates on this event, as well as the vendor application which has gone out to the community. A meeting will be held on August 24<sup>th</sup> at 12noon with the Advisory Committee to discuss volunteer needs for the day, as well as delegate tasks as we make final preparations.

- iii. Registrations & payments for Transportation/other advance registration programs – Patrick & Phia shared recent challenges to some members repeatedly forgetting they signed up for events, or not signing up and thinking they have. Some members are also calling in by phone to register for programs needing payment, which is not our policy. The group discussed the need to have members come to the Center's desk to register for any programs requiring advance payments such as:

- 1. Van rides (to now also include Lunch Bunch)
- 2. Trip & Travel programs
- 3. Meal programs
- 4. And any other programs requiring payment at time of registration

- b. Treasurer's Report (Ken) – We are looking to streamline our financial reporting process, and this will be part of our reorganization process this Fall as we continue to refine our processes.
- c. Due to time constraint, it was agreed we would forgo reports from Public Relations, Service, and Special Events.
- d. The following upcoming Special Events were listed in our agenda for the Committee's awareness:
  - i. Fall Program registration Day – Sept 12<sup>th</sup> 8:30-4:30pm
  - ii. Senior Golf League Banquet – Sept 29
  - iii. October 12<sup>th</sup> 1 PM – Fall Fireside Feast at Hannah Park shelter
  - iv. Oct 20<sup>th</sup> – Flu shots at 1pm by National Church Residence
  - v. October 26<sup>th</sup> 12-3PM – Halloween & BINGO (Open costume theme)
- e. Other items for discussion
  - i. Program Sign ups – It was discussed, rather than doing sign ups 3 months in advance, we may want to start monthly program sign ups for ongoing programs such as Lunch Bunch, Lunch & Learn, Lunch & Bingo, and Lunch Socials. This could avoid members forgetting they signed up for programs 3months prior. Patrick & Phia will look into this for possible consideration this Fall 2016.
  - ii. It was noted we want to continue placing our current balances for Escrow and Foundation accounts in our Agenda/Minutes.
  - iii. Ruth Burris asked when our parking lot lines would be re-painted as they have faded. Patrick reported he had relayed this need earlier this Summer, but has not heard back as to when this will be done. Patrick will follow up again and relay the request to the City.

VI. Next Meeting Date October 19, 2016 3:30 PM

VII. Our meeting was adjourned.