

**The Almaden Senior Association
Minutes of the Meeting of
January 10, 2018**

President Bill Hubka opened the meeting at 9:45am

Acting Secretary Marlene Duffin pointed out that the Minutes of the December 2017 meeting were published in the January 2018 Newsletter. Those Minutes were reviewed and approved.

Treasurer Art Randall presented detailed Year End reports, along with the December 2017 Income & Expense Report

- **Income and Expenses Year 2017:** Beginning Bank Balance Jan. 1, 2017, \$78,541.66; Ending Bank Balance Dec. 31, 2017, \$86,840.71; End of Year Available Balance: \$85,937.15.
- **Project Report for Year Detailed by Categories and Events:** a summary of income and expenses for all events and trip activities undertaken by the Association during 2017, including the membership funds held by the City and how they were disbursed.
- **Year End Financial Report:** a compilation, in another form, of Revenues, Association costs, Member costs and Income. For additional information on these documents please email Art at arandall@sonic.net

All reports were filed for audit

The following expenses were approved by vote of the membership:

- Bus for Graton Casino trip in February, \$850
- Liability Insurance for Association and Directors & Officers, \$1442.

The Philanthropy Account was also discussed. The 2017 allocation was underspent, resulting in a carry-forward of \$3898 into 2018. The amount allocated for 2018 is expected to be approximately \$6,563. The Philanthropy Committee will meet on February 5th to formulate their donation plans for 2018.

Councilmembers Assistant Denelle Fedor:

- Small Business Owner's fee has been increased. Much discussion ensued as to the impact this has on rental property income.
- For the July 4th Event at Almaden Lake Park Denelle said she hoped the Senior Association would have a booth
- Councilmember Khamis is scheduling a meeting on the proposed renaming of the Community Center. President Bill reviewed an email invitation he received and noted that it is for invited people only. An emotional discussion ensued. There is a City process in place for renaming buildings which stipulates a five year waiting period after a person has passed away. This proposal does not fit the procedure.

PRNS Dominique Pacolba:

- Facility update: Leaks are being worked on and other minor facility problems addressed.
- A large "Emergency Preparedness Event" is being planned which will include a facility "Lock Down" with fire fighters, EMTs, and police on the premises. Evaluation of how staff and Center participants act will be used to update safety procedures.
- Exterior landscaping being worked on by volunteers and City staff. Wheel chair on stairs training to come.
- A membership renewal reminder for 2018 is to be emailed.

Adriana Copado reviewed the January Financials and membership renewals; 726 persons have joined the Association to date.

Member Reports

Vice President Rich Sanders reviewed the trips and events calendar. A trip to Steinbeck Museum with lunch may be in the offing. The calendar is currently posted on the website.

Philanthropy Committee Chair Jack Campbell noted outreach to various organizations is needed.

President Bill Hubka reviewed his Goals for the Association for 2018. His comments are summarized below:

- **Monthly Dinner Party Events**
 - These events are our flagship
 - Maintain quality, diversity, and value of our events
 - Review/improve processes to prevent repeat of past problems
 - Keep focus on recruitment of new co-chairs

- **Trips Program**
 - Continue the momentum of 2017 for large-bus trips and build on the success of smaller-participation carpooling trips
 - Solicit ideas for new destinations and areas of interest
 - Review policy and procedure for carpooling trips to head off liability problems
 - Look into ways to make carpooling trips cover expenses or return a profit

- **Philanthropy Program**
 - Maintain support of 4th of July in Almaden Park at same level
 - Focus charitable giving to the elderly, abused women, and children in public assistance programs
 - Perform outreach to organizations which fit our donation criteria
 - Institute a Giving Tree process at the Center for the Christmas season

- **Institute a Wall of Honor for the Senior Association**
 - Expand on existing location
 - Provide means for honoring people who have made exceptional contributions to the benefit of the Senior Association

- **Policies and Procedures Manual**
 - Draft copy exists, must be reviewed and finalized during 2018

- **Bylaws Changes/Updates**
 - Provide for the formation of an Executive Committee comprised of elected officers

- **Succession Plan**
 - Develop requirements and procedures for leadership transitions

- **Facility Improvements**
 - Provide new A/V capability in meeting room for projecting visuals, improving sound delivery, and reducing paperwork