



**SENIOR CENTER ADVISORY BOARD MEETING AGENDA**

**WEDNESDAY, OCTOBER 19, 2022 AT 9:00 AM**

**514 S. FIRST ST, WATERTOWN, WI 53094**

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**1. CALL TO ORDER**

**2. REVIEW AND APPROVAL OF MINUTES**

A. Minutes from August 17, 2022

**3. REVIEW AND APPROVAL OF FINANCIAL REPORTS**

A. Review and approve the July 2022 financial report

**4. CITIZENS TO BE HEARD**

*Each individual who would like to address the Committee will be permitted up to three minutes for their comments*

**5. BUSINESS**

A. Discuss and approve 2023 membership fees

**6. CHAIRPERSON COMMITTEE REPORTS**

**7. DIRECTOR'S REPORT**

**8. ADJOURNMENT**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@CityofWatertown.org](mailto:mdunneisen@CityofWatertown.org), phone 920-262-4006*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*

**Watertown Senior Center  
Advisory Board Minutes  
August 17, 2022**

**1. Call to Order**

The Senior Center Advisory Board met in person on August 17, 2022, at 9:00 am. The meeting was called to order by board President Phyllis Krahn and seconded by Teddi Flahive. Present: Phyllis Krahn, Teddi Flahive, Becky Shult, Beth Beckett, and Kim Henze. Also present: Kristine Butteris, Justin Munzel, Andrea Draeger and Megan Schwefel. Not present: Lori Fort-Hoerig.

**2. Review and Approve the June Minutes**

Beth Beckett motioned to approve the minutes. Becky Schult seconded. Motion carried.

**3. Review and Approval of the May Financial Report**

Becky Schult motioned to approve the minutes. Beth Beckett seconded. Motion carried.

**4. Citizens to be Heard**

There were none.

**5. Business**

- a. Discuss and take possible action on altered meeting dates  
Andrea Draeger asked the board if the meeting date could be switched to the third Tuesday of the month instead of the third Wednesday of the month. Phyllis Krahn motion to move the meeting date to the third Tuesday of the month and Beth Beckett seconded. Motion carried.
- b. Discuss and take possible action on revisions to the Senior Center by-laws  
According to the by-laws, they are supposed to be reviewed and evaluated every three years by the Advisory Board. Last time they were reviewed and approved was in 2015. Andrea Draeger will have the city attorney, Steven Chesbro, for review. Beth Beckett motioned to have the city attorney review the by-laws and Teddi Flahive seconded. Motion carried.
- c. Discuss and take possible action on revisions of the Senior Center policies  
Updates needed: 1) Under Building Access & Use in part 1 remove anything to do with a key. The front door is automated and will be set according to programs/rentals in the building. 2) Same area in part 2 remove unlock and reword the statement that the group needs to be in their assigned area. 3) Same area in part 8 eliminate sentence. 4) Under Senior & Community Center Rules part 3 with smoking, remove the word center and replace with building (people can still smoke outside). 5) Under senior & community center rules need to add a 12 part that includes bullying statement. Andrea Draeger will have the city attorney review the rules to make sure they comply. Beth Beckett motioned to approve the policies with the updates and Phyllis Krahn seconded. Motion carried.

## **6. Chairperson's Committee Reports**

- a. Update Fundraising Committee on Current Efforts  
The book sale raised \$329.63. First time running this type of sale. Rummage Sale will be coming up on September 8-10. Asking for donations for the sale for both product and the selling of product.
- b. Update Membership Committee on Current Memberships and Renewals  
The center had 25 new members between the months of June & July. At least one of the new members has been playing pool. Wondering how we could get more exposure with the community. Maybe include in a welcome packet that people get when they move to the city. Newsletter is circulated in the area and available at different locations in Watertown and Johnson Creek and is mailed to the Beaver Dam Senior Center and all the advertisers in the newsletter, too.
- c. Update Community Services Committee on Projects/Efforts  
The center is currently accepting donations for school supplies. Need to find out where in the school district these supplies need to go. Beth Beckett volunteered to find out where to take them.
- d. Update Program Committee on Program Attendance and New Programs  
Wizard and Bunco have been a few of the new programs that have started. Both have been averaging 8-10 people. Hoping they grow as people become more aware of them. Phyllis Krahn started a Beginning Euchre group that meets on Tuesday mornings.

## **7. Directors Report**

- a. Update on By-Laws  
Andrea Draeger reiterated that she will contact the city attorney to see if the by-laws are good or what needs to be updated. Will report back to the board at the next meeting.
- b. Update on Upcoming Events  
National Senior Citizens Day is on August 22. We will hold a pizza party at 12:15pm – Pizza Ranch has agreed to sponsor the pizza party. Cake at 12:45 pm. A Little Bit of Heaven for entertainment on 1:00 pm.
- c. Update on Current Building Improvements  
Andrea Draeger put in the budget to improve the Terrace Wall.

## **8. Adjournment – October 18 at 9:00 am**

Beth Beckett motioned to adjourn and Phyllis Krahn seconded. Motion carried.

Beginning Balance

25,279.92

Section 3, Item A.

Non-Taxable Revenue	January	February	March	April	May	June	July	August	September	YTD Revenue
Donations	160.05	50.50	145.70	139.16	9.00	0.74	51.00	4.99	5.25	566.39
Memorials		-15.00			-15.00				715.00	685.00
Vending Machine										0.00
Green Bay Packer Foundation Grant										0.00
Popcorn Donations	29.60	48.51	12.85	10.75	10.00	17.27	20.40	16.30	24.13	189.81
Trip Commissions								204.80		204.80
Mixed Chorus										0.00
WI Lottery Pull Tabs	48.00	308.00	-161.50	159.50	123.00	180.50	136.50	-103.50	107.50	798.00
Baking Club										0.00
Bake Sale						book sale	329.63			329.63
Soup Sale										0.00
Rummage Sale Donations								1.00	1,656.34	1,657.34
Kwik Trip Gas Cards	25.78	60.00	-217.54	25.00	102.98	84.59	290.45	-422.56	108.60	57.30
Soda Commissions				0.27						0.27
Holiday Party/Vet		1.00								1.00
<b>Total Non-Taxable</b>	<b>263.43</b>	<b>453.01</b>	<b>-220.49</b>	<b>334.68</b>	<b>229.98</b>	<b>283.10</b>	<b>827.98</b>	<b>-298.97</b>	<b>2,616.82</b>	<b>4,489.54</b>
										\$ 4,489.54
Taxable Revenue	January	February	March	April	May	June	July	August	September	YTD Revenue
Equip Rental			9.48				9.48			18.96
Greeting Cards	43.70	53.09	-8.35	103.31	71.09	84.35	82.65	42.65	86.25	558.74
Misc Rev										0.00
<b>Total Taxable Revenue</b>	<b>43.70</b>	<b>53.09</b>	<b>1.13</b>	<b>103.31</b>	<b>71.09</b>	<b>84.35</b>	<b>92.13</b>	<b>42.65</b>	<b>86.25</b>	<b>577.70</b>
										\$ 577.70
Expenses	January	February	March	April	May	June	July	August	September	YTD Expenses
Lottery License										0.00
Movies & License/Netflix	12.65	12.65	12.65	12.65	12.65	12.65	12.65	12.65		101.20
Entertainment										0.00
Spectrum Cable Channels	93.96	93.96	116.43	116.43	116.43	116.43	116.43	120.43		890.50
Card/game supplies					61.27					61.27
Newspaper Sticks										0.00
Snack Shop Supplies/coffee				7.99						7.99
Bingo Expenses								333.90		333.90
Soup Bowls										0.00
Decorations/office supplies		11.96	33.52							45.48
<b>Equipment:</b>										
Watertown Daily Times							365.45	213.20		578.65
Journal Sentinel 1/2 cost										0.00
wii wall charger										0.00
**Terrace Room Chairs (40@ \$17ea)										0.00
darts and pool balls										0.00
scrabble game										0.00
1 AC Unit & Re zoning										0.00
Painting - Hallway										0.00
tv mount - snack shop										0.00
<b>Program Supplies:</b>										0.00
Adult coloring books & pencils										0.00
NSL Wii Bowling/expenses										0.00
Promotional Coffee Mugs										0.00
Joy Tree Gifts										0.00
Plates, napkins, plastic wear										0.00
Rummage Sale										0.00
Sound system/AV					9.48					9.48
Fitness Room Floor										0.00
Program Refreshments	69.15		83.05							152.20
Event Meals								68.37		68.37
Birthday Meals	92.80	127.20	37.10	57.20	47.70	47.70	53.00	63.60	63.60	589.90
New Member Meals										0.00
Taxi Vouchers	41.25	19.25	46.75	24.75	16.50	27.50	13.75	16.50		206.25
Misc Program supplies			fish sticks	350.00						350.00
Vets Day Meal/cake/Paver										0.00
Holiday Party										0.00
<b>Total Expenses</b>	<b>309.81</b>	<b>265.02</b>	<b>329.50</b>	<b>569.02</b>	<b>264.03</b>	<b>204.28</b>	<b>561.28</b>	<b>828.65</b>	<b>63.60</b>	<b>3,395.19</b>
										\$ 3,395.19
Ending Monthly Balance	25,218.24	25,459.32	24,910.46	24,779.43	24,816.47	24,979.64	25,338.47	24,253.50	26,892.97	26,892.97
Monthly Net Income	-2.68	241.08	-548.86	-131.03	37.04	163.17	358.83	-1,084.97	2,639.47	1,672.05