



SENIOR CENTER ADVISORY BOARD MEETING AGENDA

TUESDAY, OCTOBER 15, 2024 AT 9:00 AM

514 S. FIRST ST, WATERTOWN, WI 53094

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

[A.](#) Minutes from August 20, 2024

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

[A.](#) Review and take action: August financial reports

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. Review and take action: appointment of new board members
- B. Review and take possible action: 2025 membership fees
- C. Review and take possible action: December 2024 meeting date
- D. Review and take possible action: 2025 holiday bingo dates

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@watertownwi.gov, 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 20, 2024**

1. Call to Order

The Senior Center Advisory Board met in person on August 20, 2024, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Betty Jimenez, Cathie Wallen, Kathleen Gillingham, Jolene Lucas, and Mara O'Brien. Also present was Andrea Draeger.

2. Review and Approve the June Minutes

Betty Jimenez motioned to approve the June 18, 2024 minutes as written. Cathie Wallen seconded. Motion carried.

3. Review and Approve the Monthly Financial Report

Kathleen Gillingham motioned to approve the June financial report as written. Cathie Wallen seconded. Motion carried.

4. Citizens to be Heard

There were none.

5. Business

a. Review and take action: appoint new board members

Dawn Justman was appointed to the Senior Center advisory board. Mara O'Brien motioned to approve the appointment. Kathleen Gillingham seconded. Motion carried.

b. Review and take action: appoint committee chairpersons

The following chairpersons were appointed as follows:

- Chairperson/President – Cathie Wallen
- Vice Chairperson/president – Betty Jimenez
- Fundraising Committee – Betty Jimenez and Dawn Justman
- Program Committee – vacant
- Membership Committee – Kathleen Gillingham
- Community Services – Cathie Wallen and Mara O'Brien

Meetings will be scheduled with each committee before the next advisory board meeting. Jolene Lucas motioned to approve the appointments. Kathleen Gillingham seconded. Motion carried.

6. Chairperson's Committee Report

a. Update Fundraising Committee on Current Efforts

The annual rummage sale was discussed along with volunteer needs, hours of donations, hours of the sale, etc. Coffee and donuts will be for sale as well this year. The next bake sale will be at the November election.

b. Update Membership Committee on Current Memberships and Renewals

A new member packet has been finished and are available at the reception desk. Regular meet and greets will also be scheduled.

c. Update Community Services Committee on Projects/Efforts

The suggestion box held a suggestion to create a “spread kindness” effort. Cathie will follow up with ideas.

d. Update Program Committee on Program Attendance & New Programs

Senior Citizen Day is tomorrow with donations from Marco’s Pizza, Los Perez Supermarket, and Farm & Fleet. The speaker and announcement system will be replaced in the future; in the meantime we will use a portable speaker for programming. New programs/presentations will include brain health, tech series, potential for computer literacy, exploitation and scams, etc.

7. Director’s Report

a. Updates

We have old bingo cards which will need a new home.

8. Adjournment

Next meeting is scheduled for Tuesday, October 15, 2024 at 9:00 am. Jolene Lucas motioned to adjourn. Cathie Wallen seconded. Motion carried.

Section 3, Item A.

Non-Taxable Revenue	January	February	March	April	May	June	July	August	September	2024 YTD Revenue
Donations	179.90	89.82	348.57	345.00	799.83	82.75	155.61	1,454.57	17.36	3,479.91
Memorials	20.00	20.00						20.00		60.00
Green Bay Packer Foundation Grant										0.00
Popcorn/Beverage Donations	21.25	18.24	26.65	62.70	10.00	30.14	14.13	20.66	5.50	210.27
Trip Commissions										0.00
WI Lottery Pull Tabs	100.00	186.00	240.50	-268.00	165.50	151.50	177.00	275.50	236.50	1,071.50
Bake Sale				538.36						538.36
Book Sale										0.00
Soup Sale	449.80									449.80
Rummage Sale Donations									1,956.90	1,956.90
Kwik Trip Gas Cards	-410.00	100.00	220.00	180.00	140.00	80.00	20.00	180.00	160.00	870.00
Care Fair Donations		50.00	50.00	200.00	-155.14					144.86
Holiday Party/Vet										0.00
Total Non-Taxable	360.95	464.06	885.72	1,058.06	960.19	344.39	366.74	1,950.73	2,376.26	8,781.60
										\$ 8,781.60
Taxable Revenue	January	February	March	April	May	June	July	August	September	YTD Revenue
Equip Rental										0.00
Greeting Cards	55.93	107.11	87.51	116.11	-173.90	207.58	166.09	59.72	101.42	749.37
Misc Rev		46.44								46.44
Total Taxable Revenue	55.93	153.55	87.51	116.11	-173.90	207.58	166.09	59.72	101.42	795.81
										\$ 795.81
Expenses	January	February	March	April	May	June	July	August	September	YTD Expenses
Lottery License										0.00
Movies & License/Netflix	825.24	16.34	16.34	16.34	16.34	16.34	16.34	16.34	16.34	955.96
Watertown Daily Times				295.20						295.20
Spectrum Cable Channels	135.22	135.22	135.48	148.63	148.63	148.63	148.63	148.63	148.63	1,297.70
Fundraising:										0.00
Snack Shop Supplies/coffee/popcorn		51.86		191.35	18.73	366.60	109.90		4.80	743.24
Bake sale supplies		34.09		14.76						48.85
Soup Bowls/crackers	63.09									63.09
Rummage Sale									35.20	35.20
Decorations/candy		104.85	15.09	26.83		12.95		128.17	29.76	317.65
Office supplies/cards			6.80				412.95			419.75
Program Supplies:										0.00
Card/wii/game supplies		84.92		30.30				400.00		515.22
Bingo Expenses					405.00					405.00
Promotional Items/giveaways		120.53								120.53
Joy Tree Gifts										0.00
Plates, napkins, plastic wear			31.59							31.59
Birthday Meals	210.35	90.15								300.50
Taxi Vouchers	54.00	108.00	90.00	96.00	99.00	123.00	117.00	129.00		816.00
Program Refreshments										0.00
Entertainment				125.00				100.00		225.00
Events:										0.00
Other event meals/supplies	28.99	113.53			831.30			90.94		1,064.76
Vets Day Event/Paver										0.00
Holiday Party										0.00
Total Expenses	1,316.89	859.49	295.30	944.41	1,519.00	667.52	804.82	1,013.08	234.73	7,655.24
										\$ 7,655.24

