



SENIOR CENTER ADVISORY BOARD MEETING AGENDA
TUESDAY, FEBRUARY 20, 2024 AT 9:00 AM
514 S. FIRST ST, WATERTOWN, WI 53094

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

[A.](#) Senior Center Advisory Board meeting minutes from December 19, 2023

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

[A.](#) Review and approve: preliminary 2023 end of year 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.](#) Review and discuss: Senior Center Advisory Board By-Laws

6. CHAIRPERSON COMMITTEE REPORTS

7. DIRECTOR'S REPORT

- A. Update on upcoming events and programs
- B. Update on building improvements and changes
- C. Update on 2024 advisory board elections

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
December 19, 2023**

1. Call to Order

The Senior Center Advisory Board met in person on December 19, 2023, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Justin Munzel, Beth Beckett, Betty Jimenez, Kerry Kneser, and Cathie Wallen. Not present was Kimberly Henze, Kathleen Gillingham. Also present was Andrea Draeger.

2. Review and Approve the October Minutes

Beth Beckett motioned to approve the minutes from October 17, 2023. Cathie Wallen seconded. Motion carried.

3. Review and Approve the Monthly Financial Report

None are available at this time.

4. Citizens to be Heard

None.

5. Business

a. Appoint Kerry Kneser to the Senior Center Advisory Board as the Program Committee Chair

Cathie Wallen motioned to approve the appointment. Beth Beckett seconded. Motion carried.

6. Chairperson's Committee Report

a. Update Fundraising Committee on Current Efforts

A raffle license is still being explored as well as upcoming grants. The soup fundraiser will occur on January 18, 2024 and hope to have more soup donations. Bake sales will likely occur at the April, August, and November elections.

b. Update Membership Committee on Current Memberships and Renewals

A new member packet is being developed and will be available soon.

c. Update Community Services Committee on Projects/Efforts

Joy Tree saw over 40 referrals this year! The Second Harvest Foodbank barrel also collected over 100lbs of food. The office may need assistance with taking tax appointments on January 15. Perhaps we could have barrel donations for assisted living locations?

d. Update Program Committee on Program Attendance & New Programs

Veteran's Day event went very well with over 70 people attending. Halloween was fun to celebrate with a potluck and costume contest. The holiday party will occur this Thursday and are looking for volunteers. Representatives from the Dodge County and Jefferson County ADRCs were present to discuss moving the monthly Memory Cafes to the Center along with several webinar watch parties. Wellness Wednesdays is a new support group beginning in January.

7. Director's Report

a. Updates

A reminder to donate funds for Teddi's funeral if interested. New furniture for the hall was presented and decided on. Board members were encouraged to create an account with the National Council on Aging and attend webinars if interested.

8. Adjournment

Next meeting is scheduled for Tuesday, February 20, 2024 at 9:00 am. Betty Jimenez motioned to adjourn. Beth Beckett seconded. Motion carried.

2023 Fundraising Account Beginning Balance

	January	February	March	April	May	June	July	August	September	October	November	December	2023 YTD Revenue
Non-Taxable Revenue													
Donations	205.94	30.75	71.62	21.82	115.49	148.49	304.52	62.17	115.90	776.00	1,160.63	1,057.29	4,075.62
Memorials	250.00						25.00	1.00		69.50		200.00	545.50
Vending Machine													0.00
Green Bay Packer Foundation Grant													0.00
Popcorn/Beverage Donations	33.47	11.75	33.00	19.22	25.66	23.47	23.28	25.40	16.88	20.79	20.57	20.23	273.72
Trip Commissions					429.00							219.80	648.80
Mixed Chorus													0.00
WI Lottery Pull Tabs	112.00	60.00	61.00	48.00	44.50	-21.00	119.50	87.50	9.00	125.00	31.00	-55.50	621.00
Baking Club												29.00	29.00
Bake Sale													0.00
Book Sale													0.00
Soup Sale	303.00	50.00											353.00
Rummage Sale Donations									1,951.80				1,951.80
Kwik Trip Gas Cards	153.93	20.00	174.94	140.00	-315.00	196.47	-372.20	80.39	135.55	120.00	-335.00	280.00	278.08
Soda Commissions							2.00						2.00
Care Fair Donations			100.00	350.00	50.00	-154.61							345.39
Holiday Party/Vet					349.65	192.82	102.10	256.46	2,233.13	1,111.29	1,069.20	2,166.82	9,731.91
Total Non-Taxable	1,058.34	172.50	440.56	579.04	349.65	192.82	102.10	256.46	2,233.13	1,111.29	1,069.20	2,166.82	9,731.91
Taxable Revenue													
Equip Rental													0.00
Greeting Cards	105.22	54.03	100.48	-53.97	100.47	85.30	66.34	56.87	71.08	88.16	85.31	131.08	890.38
Misc Rev													0.00
Total Taxable Revenue	105.22	54.03	100.48	-53.97	100.47	85.30	66.34	56.87	71.08	88.16	85.31	131.08	890.38
Expenses													
Lottery License													0.00
Movies & Licenses/Netflix	770.75	12.65	12.65	12.65	12.65	12.65	12.65	12.65	13.64	16.34	16.34	16.34	921.96
Entertainment	125.00			950.00			225.00						700.00
Spectrum Cable Channels	122.43	122.50	135.21	135.21	135.21	135.21	135.21	135.21	135.21	135.21	135.21	135.21	1,597.03
Cards/game supplies			35.89			139.96							175.95
Newspaper Sticks													0.00
Snack Shop Supplies/coffee/popcorn	103.55	62.92	364.58	27.24		57.49				252.34	82.95	65.53	1,016.59
Bingo Expenses	62.49	13.19											75.68
Bake sale supplies													0.00
Soup Bowls/crackers	21.04												21.04
Decorations/office supplies/cards	22.44	63.48	60.95							72.95	22.20	132.00	374.02
Equipment:													
WaterTown Daily Times						256.00							256.00
Journal/Sentinel 1/2 cost													0.00
Will					122.79						161.63		284.42
***Terrace Room Chairs (40@ \$17 ea)													0.00
Cornhole													165.88
Program Supplies:													
Promotional Items/Event Gifts			1,617.37	20.99									1,638.36
Joy Tree Gifts													0.00
Plates, napkins, plastic wear										51.60			51.60
Rummage Sale													0.00
Sound system/AV													0.00
Fitness Room Floor													0.00
Program Refreshments						21.28			45.16	99.43		112.08	277.95
Event Meals/supplies			423.01		61.18	61.28	61.28	96.38	45.36	198.89	216.03	34.02	960.39
Birthday Meals		79.38		79.38	85.05	45.36	62.37						549.98
New Member Meals													0.00
Taxi Vouchers	8.25	27.50	44.00	30.00	30.00	38.00	57.00	54.00	96.50	57.00	63.00	59.00	599.25
Misc Program supplies				50.00				260.00			649.09	81.23	131.23
Vets Day Meal/Cake/Paver													909.09
Holiday Party	669.59											1,033.75	1,703.34
Total Expenses	1,905.54	381.62	2,693.76	705.47	612.76	700.94	555.51	558.24	335.87	883.76	1,369.13	1,649.16	12,349.76
Ending Monthly Balance	24,478.94	24,323.85	22,471.13	21,990.73	21,828.09	21,405.27	21,020.20	20,775.29	22,743.63	23,059.32	22,844.70	23,493.45	23,493.45
Net Income	-744.98	-155.09	-2,152.72	-180.40	-162.64	-422.82	-385.07	-244.91	1,968.34	315.69	-214.62	648.75	-1,727.47

2023 Fundraising Account Beginning Balance

2023 Membership Report					
Memberships	Base >2021	Inactive	2023 Paid	2023 New	2022 Unpaid
January					
February	690	9	534	32	135
March	690	2	568	15	120
April	699	0	581	11	118
May					
June	709	2	591	6	118
July	715	0	598	5	117
August	740	5	628	24	112
September					
October	761	6	652	22	109
November	766	1	657	4	109
December					
Total		25		119	

2022 Membership Report					
Memberships	Base >2020	Inactive	2022 Paid	Section 3, Item A.	
January	677	4	677	12	201
February	656	1	490	7	166
March	659	0	510	11	152
April	679	2	533	17	146
May	688	3	545	7	141
June					
July	714	8	572	25	141
August					
September	741	9	605	28	136
October	758	17	630	15	128
November	766	7	638	7	128
December	773	2	645	7	128
Total		53		136	

Membership Statistics						
	Total Membership	Men	Women	New Members	Avg Age	Deceased
2022	645	177	468	136	77	21
2021	680	195	485	62	77	30
2020	613	169	444	47	77	12
2019	694	184	510	103	76	21
2018	694	192	502	97	75	28
2017	698	202	496	134	74	21
2016	661	191	471	103	75	23
2015	658	190	468	130		11
2014	609	180	427	91		15
2013	598	167	431	101		24
2012	605	173	432	70		20
2011	636	179	457	109		7
2010	670	189	481	144		
2009	619			91		

Greeting Card Sales										
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
January	111	46	0	70	45	137	65	92	124	91
February	57	56	2	91	96	178	135	181	173	194
March	106	58	0	32	62	150	154	177	229	173
April	63	108	11	0	136	118	120	163	185	156
May	106	75	5	0	71	147	145	117	196	198
June	90	90	28	1	108	166	119	157	158	209
July	70	88	49	0	78	106	100	85	148	141
August	60	50	80	3	65	115	150	104	142	157
September	74	95	58	2	74	77	127	106	138	161
October	93	83	36	2	90	75	106	115	140	158
November	90	70	85	11	95	119	170	98	99	142
December	138	140		0	121	128	219	99	134	141
Total	1,058	959	354	212	1,041	1,516	1,610	1,494	1,866	1,921
Avg/Mth	88	80	32	18	87	126	134	125	156	160

Watertown Senior Center Advisory Board



By-Laws

December 2, 1987
Commission accepted 2/88
Revised and Commission Accepted 4/88
Revised and Commission Accepted 5/91
Revised and Commission Accepted 6/92
Revised and Commission Accepted 5/93
Revised and Commission Accepted 12/97
Revised and Commission Accepted 5/00
Revised and Commission Accepted 7/03
Revised and Commission Accepted 6/07
Revised and Commission Accepted 8/10
Revised and Commission Accepted 8/12
Revised and Commission Accepted 6/15

ARTICLE I- NAME

The name of the organization shall be the Watertown Senior Center Advisory Board.

ARTICLE II- PURPOSE/MISSION STATEMENT

The Purpose/Mission Statement of this organization shall be to promote a more productive life for the senior citizens of Watertown and surrounding areas by providing a place where seniors can be actively involved in educational, recreation, and community affairs and where they can have access to services for the elderly.

ARTICLE III- OPERATION- ADMINISTRATION

Section 1. This organization shall be operated and administered by the City of Watertown Parks and Recreation Department under the direction of the Park, Recreation and Forestry Commission.

Section 2. This organization shall have an on-site Director to organize, supervise, and promote the activities for the center. The Senior Center Director shall be responsible for the scheduling of all day to day operation, organization and implementation of all programs, coordinating facility use for groups and individuals, and also the keeping of records. The Senior Center Director shall be the Parks and Recreation Department representative to the Senior Center Advisory Board and shall be directly responsible to the Director of the Parks and Recreation Department. The Senior Center Director shall keep abreast of all current trends, programs, services and funding availability, and in effect, shall be the city's expert on matters concerning seniors in Watertown.

ARTICLE IV- ADVISORY BOARD

Section 1. This organization shall have an Advisory Board consisting of seven members. Five of whom shall be active members of the center and are elected by ballot and approved at the Annual Members meeting in May by Senior Center members. Two shall represent the community at large and shall be appointed by the Advisory Board at the Annual Members Meeting.

Section 2. The role of the Advisory Board shall be to promote the philosophy and goals of its members.

Section 3. Responsibilities of the Advisory Board shall be:

A. Through a consensus of the Board, present collectively the viewpoint of the elderly and/or Center to the community and the Parks and Recreation Department through the Director of the center. (Guidance)

B. Assist in raising funds for the Center. (Resource Development)

C. Aid in volunteer recruitment. (Resource Development)

D. Develop ways by which the Center can contribute to the community at large. (Community Service)

E. Help in promoting the Center to senior citizens, particularly older persons with the greatest economic, health, or social needs. (Outreach)

F. Develop written long and short term program goals for the center. (Program Planning)

G. Develop regular written assessment of the Center's programs and activities. (Evaluation)

Section 4. The Advisory Board shall meet bi-monthly on a set day, time and location with the approval of the majority of the Advisory Board **unless there are no immediate decisions to be made.**

Section 5. A quorum of the Board shall be four.

Section 6. Board terms shall be: All five members of the board shall serve two year terms on a rotation basis of 3 members expiring in one year and then 2 members expiring the next year.

Community at Large representative shall serve at least a one year term.

Section 7. Officers of the Board shall consist of a Chairperson and Vice-Chairperson.

Section 8. Officers shall be elected by the advisory board at the next scheduled meeting of the Advisory Board following the Annual Members meeting and shall begin the day officers are elected.

Section 9. The outgoing Chairperson of the Board, if no longer a member of the Board, may serve as an ex-officio, non-voting member of the Board for the following year.

Section 10. Board members shall be automatically dropped from the Board after accumulating 3 unexcused absences from the Advisory Board meeting in a one year time frame.

Section 11. In March of each year, notice of open positions will be posted at the center and in other media designated by the Director. Members and staff of the center will solicit candidates to run for any open positions on the board. Active members may cast their Ballots beginning the end of March until the date designated before the Annual members meeting. Ballots will then be tallied and winners announced at the Annual Members meeting in May. A motion will be made and seconded to approve winning nominees.

Section 12. When Board vacancies occur between Annual Meetings, appointments are to be made within two months by the Senior Center Advisory Board upon recommendations made by the Director of the Senior and Community Center.

Section 13. The Advisory Board shall have the following standing committees:

A. Membership Committee - The goal of this committee is to increase new members, to encourage regular attendance, and have contact with inactive members.

B. Program Committee - The goal is to provide activities in areas such as: education, health, nutrition, advocacy, creative arts, recreation, and inter-generational.

C. Fund raising Committee - The goal is to raise money for the purpose of instructional supplies, furnishings, renovations or educational materials, program supplies, etc., for the Watertown Senior & Community Center.

D. Community Services - The goal is to encourage involvement in and with the community to create more public awareness and goodwill.

Sub-Section 1. The Chairperson of each committee shall be appointed by the Chairperson of the Advisory Board with the approval of the Advisory Board.

Sub-Section 2. Members of each committee shall be appointed by the Chairperson of that committee with the approval of the Advisory Board.

Sub-Section 3. Each committee member shall serve at least a one year term to ensure a spread of responsibility throughout the membership. It is desirable to add a new committee member each year.

Section 14. The Watertown Senior Center Advisory Board shall at all times function in ; promote the best interest of Senior Citizens within the limits of and recommendations of the appropriate regulatory agency.

ARTICLE V - MEMBERSHIP

Section 1. Membership to this organization shall be open to persons 50 years old and over, residents of Watertown and surrounding areas. If a married couple requests membership but only one is 50 years or older, the younger spouse will be eligible for membership.

Section 2. Any individual under 50 years of age who is a member of the Advisory Board shall be an honorary member.

Section 3. Any individual under 50 years of age who has been an honorary member of the Advisory Board may become a member.

ARTICLE VI - MEMBERSHIP FEES

Section 1. An annual membership fee, to be determined by the Senior Center Advisory Board and approved by the Park, Recreation, and Forestry Commission is asked of seniors in Watertown and surrounding areas. Members living outside the Watertown city limits will be charged at a rate of 50% higher than city residents.

ARTICLE VII - AMENDMENTS

Section 1. Amendments may be recommended to the Advisory Board by any Center participant and shall be submitted to and approved by the Senior Center Advisory Board no later than March.

Section 2. By-laws shall be amended only at the Annual Members meeting by approval of two-thirds majority of the members present.

Section 3. Upon approval of the by-laws at the Annual Members meeting, the by-laws will then be presented to the Park, Recreation and Forestry Commission for final approval.

Section 4. By-laws shall be reviewed and evaluated every three years by the Advisory Board.

Article VIII - DISSOLUTION OF ORGANIZATION

Section 1. In the event of the dissolution of this organization, and in the event that no successor organization is created as a result of such dissolution, the Advisory Board shall distribute all fund raising monies that may exist at that time to such organization(s) operated exclusively for charitable, educational, or service provision purposes, as the Advisory Board shall determine. It is further specified that such fund raising money may not be distributed in any manner that would benefit any individual member of the organization.