



SENIOR CENTER ADVISORY BOARD MEETING AGENDA

TUESDAY, FEBRUARY 17, 2026 AT 9:00 AM

514 S. FIRST ST, WATERTOWN, WI 53094

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

A. Review and approve: Senior Center Advisory Board minutes from December 16, 2025

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review and approve 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

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 cityclerk@watertownwi.gov phone 920-262-4000

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 16, 2025**

1. Call to Order

The Senior Center Advisory Board met in person on December 16, 2025. The meeting was called to order by Andrea Draeger at 9:06 a.m.

Present: Dawn Justman, Betty Jimenez, Lynn Fredrick, John Wanke, Peggy Brown, Andrea Draeger, and Kristine Butteris

Not present: Mara O'Brien and Jammie Belstner.

2. Review and Approval of Minutes

Minutes from the October 21, 2025 Advisory Board meeting were reviewed. Correction noted: Bake sale coordination should list Amy, not Josie.

Motion to approve with correction: Betty Jimenez Second: Dawn Justman. Motion carried.

3. Review and Approval of Monthly Financial Report

The monthly financial report was reviewed.

Motion to approve: John Wanke. Second: Dawn Justman. Motion carried.

4. Citizens to Be Heard

None.

5. Business

A. Review and take action: movie license

Option to continue the movie license for one year and reevaluate next fall was discussed. Other options included eliminating the license and movies, replacing them with another activity, or keeping the license while seeking sponsorships and increasing advertising. Suggestions included surveying members, evaluating the program throughout 2026, increasing promotion, and adding elements to boost attendance. If attendance does not improve, the license may be eliminated in 2027 due to cost (to be disclosed). Ideas included a suggestion board for movie titles and allocating up to approximately \$100 from recreation supplies for movie-related expenses.

Motion to continue license for one year and reevaluate next fall: John Wanke. Second: Betty Jimenez. Motion carried.

6. Chairperson's Committee Reports

A. Fundraising Committee

Bingo machine: reviewed email received from Dale regarding decibel level and insulation.

Soup fundraiser:

- Create a soup donation letter and spreadsheet of potential donors.
- Develop a list of locations for volunteers to solicit.

- Pizza Ranch to sponsor the day (discussion on soup donation or side items; biscuits free for everyone).
- Upcoming fundraisers:
 - 50/50 raffles in February and March.
 - Create a list of desired purchases for 2026 and assign raffle proceeds accordingly.
- Items to add to wish list: stove, additional black chairs for downstairs, furniture for Watertown room, chairs for library.
- Work with Dawn and Betty to develop the 2026 fundraising plan.
- Additional fundraisers: cookie boxes, soup sale.
- Scrip cards available for purchase at reception desk; increase online holiday advertising.
- Greeting cards for sale approved; all other cards (e.g., sympathy) require office approval.
- Generations of Joy and Open House recap; discussion of holding a spring open house.
- Sponsorship letter and press release sent, including email outreach for bingo sponsors.
- Discussion on concession items, storage, inventory, and sales tracking.

B. Membership Committee

- Develop a 2026 membership social media post aligned with renewal letter messaging.
- Discussion on a new sign-in system using recreation software with barcode fobs/tags (potential purchase).
- Membership coupons to Chamber for new members; scholarship information to be advertised for 2026.
- Discuss in 2026 whether to prorate memberships or roll over memberships purchased after October.
- Plan to calculate direct and indirect membership value to evaluate fees and improve marketing.

C. Community Services Committee

- Second Harvest Foodbank barrel was out for November and picked up last week.
- Donated quilt raffled at November 10 Veteran's Day event; amount raised to be confirmed.
- Discussion of additional community drives for spring (assisted living facilities, food, school supplies, Humane Society), including volunteer delivery coordination.

D. Program Committee

- Cookie class (11/28): approximately 10 participants; positive learning experience.
- Stamping group: potential to transition into a handmade card-making group.
- Yahtzee attendance low; moving to Mondays.
- Gold Star Self Defense program to run again at the Police Department for all adults.
- November birthday party recap; discussion of charging guest tickets beginning in May.
- Veteran's Day recap.
- Holiday party scheduled for December 17 (lasagna from Glenn's).
- December handchimes and Norwegian dancers recap.
- December 12 holiday craft and wrap recap.
- Family bingo scheduled for December 29; Dawn to assist.
- Discussion on attendees leaving early during entertainment; ideas included earlier start times, avoiding overlapping activities, and possible surveys.

- Coordinate high school carolers for 2026 with tree lighting.
- Holiday sing-along coordination with holiday open house or holiday party.

7. Director's Report

- Reminder that all volunteers must have completed volunteer forms and background checks; review of missing documentation needed.
- Building updates discussed, including raised toilets.
- Active shooter training scheduled for January 9.
- AMVETS check information and possible presentation discussed.
- Concession items to be launched in January; determine pricing and signage.

8. Adjournment

Motion to adjourn at 10:45am: Dawn Justman. Second: John Wanke. Meeting adjourned.

Next Meeting: Tuesday, February 17, 2026

2026 Membership Report					
Memberships	Base >2024	Inactive	2026 Paid	2026 New	2025 Unpaid
January	731	0	522	11	205
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total		0		11	

2025 Membership Report				
Memberships	Base >2023	Inactive	2025 Paid	Section 3, Item A.
January	763	3	564	30 186
February	768	4	599	16 169
March	772	2	607	3 168
April	781	2	619	8 162
May	793	1	631	12 162
June				
July	804	2	646	11 161
August	807	1	650	4 157
September	829	5	673	21 156
October	835	0	676	6 156
November	843	3	689	8 154
December	848	0	691	5 154
Total		23		124

Membership Statistics						
	Total Membership	Men	Women	New Members	Avg Age	Deceased
2025	848	275	573	124	76	29
2024	813	222	591	119	77	12
2023	758	205	553	126	77	31
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											
	2026	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
January		49	59	111	46	0	70	45	137	65	92
February		63	113	57	56	2	91	96	178	135	181
March		69	63	106	58	0	32	62	150	154	177
April		72	122	63	108	11	0	136	118	120	163
May		85	70	106	75	5	0	71	147	145	117
June		100	178	90	90	28	1	108	166	119	157
July		69	76	70	88	49	0	78	106	100	85
August		83	63	60	50	80	3	65	115	150	104
September		85	107	74	95	58	2	74	77	127	106
October		94	97	93	83	36	2	90	75	106	115
November		60	57	90	70	85	11	95	119	170	98
December		105	100	138	140		0	121	128	219	99
Total	0	934	1,105	1,058	959	354	212	1,041	1,516	1,610	1,494
Avg/Mth	#DIV/0!	78	92	88	80	32	18	87	126	134	125

Beginning Balance	29,978.45	January	February	March	April	May	June	July	August	September	October	November	December	2025 YTD Revenue
Non-Taxable Revenue														
Donations	1,207.86	228.45	368.15	53.83	138.72	73.25		15.31	14.75	10.15	1,316.95	1,829.76	5,257.18	
Memorials					50.00	180.00								230.00
Popcorn/Beverage Donations	15.75	102.36	105.98	983.55	173.75	149.00		114.35	121.78	166.76	178.08	139.05	171.06	2,421.47
Trip Commissions														0.00
WI Lottery Pull Tabs	194.00	275.50	220.50	241.50	306.00	226.50		175.00	95.00	208.50	220.50	105.50	223.50	2,492.00
Bake Sale														1,000.00
Soup Sale	461.00													461.00
Kwik Trip Gas/Scrip Cards	410.00	320.00	480.00	950.00	195.00	435.00		190.00	685.00	705.00	315.00	225.20	750.00	5,660.20
Care Fair Donations		50.00	350.00	500.00	350.00	50.00								1,300.00
Raffles			285.50	229.00	310.00	238.00		233.50	195.50	310.50	238.50	236.00	378.00	2,654.50
Self Defense Bob						550.00		200.00						750.00
Silent Auction						66.00		-26.00						40.00
Taxi Voucher Donation							1,200.00							1,200.00
Taxi Voucher Repayment (Jeff Cty ADRC)	54.00	45.00	51.00		60.00	120.00		105.00	126.00		126.00		321.00	1,008.00
Event Tickets					138.00			98.00	231.00		30.00	340.00	195.00	1,032.00
Bday Party Revenue						9.50			10.00				100.00	119.50
Brat Fry										623.88				623.88 senior center programs?
Patio Fundraising	5,000.00		500.00	200.00										5,700.00 2024 Earmarked for patio = 1,487.00
Patio Party														1,642.15 earmarked for toilets?
Generations of Joy														250.00
Raffle to Charity														205.00 AMVETS
Toilets														400.00
Senior Membership Donation			500.00											500.00
Total Non-Taxable	7,342.61	1,021.31	2,861.13	3,295.88	1,592.97	3,287.75	1,089.85	1,479.59	3,571.64	1,618.13	2,817.70	4,968.32	34,946.88	\$ 34,946.88

Section 3, Item A.

50/50 RAFFLE

July	coffee & popcorn supplies
Aug	restroom upgrades
Sept	Vet's Meals
Oct	Vet's Day Event
Nov	
Dec	Holiday Party
June	refreshment supplies
May	card game supplies
April	popcorn machine
March	popcorn machine

Taxable Revenue	January	February	March	April	May	June	July	August	September	October	November	December	YTD Revenue
Equip Rental								5.00		5.00			10.00
Greeting Cards	49.00	63.00	69.00	72.00	85.00	100.00	69.00	83.00	85.00	95.00	60.00	105.00	935.00
Misc Rev													0.00
Total Taxable Revenue	49.00	63.00	69.00	72.00	85.00	100.00	69.00	88.00	85.00	100.00	60.00	105.00	945.00
\$ 945.00													

Expenses	January	February	March	April	May	June	July	August	September	October	November	December	YTD Expenses
Lottery	250.99		169.00			150.00		21.00		351.00	112.50		1,054.49
Raffle	9.49			15.00			45.99						70.48
Movies & License/Netflix	877.81		18.98	18.98	18.98	18.98	18.98	18.98	14.03	17.99	17.99	17.99	1,059.69
Watertown Daily Times							139.30						139.30
Spectrum Cable Channels	148.63	148.15	152.00	159.87	159.87			285.68					1,054.20
Fundraising:													0.00
Snack Shop Supplies/coffee/popcorn/concessions	139.86		56.91	1,654.62		371.68		46.38	152.39	67.29	218.17	526.05	3,233.35
Bake sale supplies										19.49			19.49
Soup Sale													0.00
Brat Fry								102.63					102.63
Greeting Cards							275.52		26.72				302.24
Folding table									49.98				49.98
Decorations/candy	35.10						88.39					15.37	138.86
Patio Furniture						3,330.00		145.92					3,475.92
Office supplies	584.00					87.53		31.99					703.52
Toilets											1,250.00		1,250.00
Light Over Pool Table												650.00	650.00
Scrip Cards - RaiseRight/Kwik Trip	690.00	450.00	570.00	1,197.00		1,023.00		1,107.25	450.00	380.00	214.40	475.00	6,556.65
Program Supplies:													0.00
Card/wil/game supplies					502.48		15.75		3.73				521.96
Self Defense class							382.95			18.99			401.94
Bingo Expenses								20.98			24.49		45.47
Promotional Items/giveaways				231.93									231.93
Joy Tree Gifts													0.00
Birthday Meals	85.00	110.50	102.00										297.50
Taxi Vouchers	195.00	149.00	198.00	144.00	210.00	219.00	231.00	201.00	204.00	243.00	216.00		2,210.00
Program Refreshments			21.10	52.70	60.48	85.36						43.96	263.60
Entertainment							375.00		580.00		50.00	375.00	1,380.00
Events:													0.00
Other event meals/supplies								76.48					76.48
Seasonal Parties													0.00
Senior Citizen Day													0.00
Patio Party									129.92				129.92
Birthday Event Supplies								103.22		195.00	102.28		400.50
Vets Day Event/Paver										186.99	1,391.17		1,578.16
Holiday Party												1,608.14	1,608.14
Total Expenses	2,755.40	1,118.13	1,287.99	3,976.58	449.33	5,301.30	1,281.61	2,317.15	1,653.95	1,556.45	3,572.51	3,736.00	\$ 29,006.40

Ending Monthly Balance	34,614.66	34,580.84	36,222.98	35,614.28	36,842.92	34,929.37	34,806.61	34,057.05	36,059.74	36,221.42	35,526.61	36,863.93	36,863.93
Monthly Net Income	4,636.21	-33.82	1,642.14	-608.70	1,228.64	-1,913.55	-122.76	-749.56	2,002.69	161.68	-694.81	1,337.32	6,885.48

Beginning Balance		
		37,750.40
Non-Taxable Revenue	January	YTD Revenue
Donations	107.45	107.45
Memorials		0.00
Popcorn Donations	29.84	29.84
Beverage Donations	240.40	240.40
Trip Commissions		0.00
WI Lottery Pull Tabs	358.50	358.50
Bake Sale	261.00	261.00
Soup Sale	501.00	501.00
Kwik Trip Gas/Scrip Cards	155.00	155.00
Care Fair Donations		0.00
Raffles	254.50	254.50
Self Defense Bob		0.00
Silent Auction		0.00
Taxi Voucher Donation		0.00
Taxi Voucher Repayment (Jeff Cty ADRC)	147.00	147.00
Event Tickets		0.00
Bday Party Revenue		0.00
Brat Fry		0.00
Patio Fundraising		0.00
Patio Party		0.00
Generations of Joy	50.00	50.00
Raffle to Charity		0.00
Bingo Machine Donation	1,300.00	1,300.00
Toilets		0.00
Senior Membership Donation		0.00
Total Non-Taxable	3,404.69	3,404.69
		\$ 3,404.69
Taxable Revenue	January	YTD Revenue
Equip Rental	30.00	30.00
Greeting Cards	58.00	58.00
Misc Rev		0.00
Total Taxable Revenue	88.00	88.00
		\$ 88.00
Expenses	January	YTD Expenses
Lottery/payouts		0.00
Raffle	50.00	50.00
Movies & License/Netflix	1,064.68	1,064.68
Watertown Daily Times		0.00
Spectrum Cable Channels		0.00
Fundraising:		0.00
Snack Shop Supplies/coffee/popcorn		0.00
Concessions (chips, candy bars, etc)	84.07	84.07
Soda Purchases	105.96	105.96
Bake Sale supplies		0.00
Soup Sale	113.43	113.43
Brat Fry		0.00
Greeting Cards		0.00
Folding table		0.00
Decorations/candy		0.00
Patio Furniture		0.00
Office supplies		0.00
TV mount	109.24	109.24
Light Over Pool Table		0.00
Scrip Cards - RaiseRight/Kwik Trip	231.10	231.10
Program Supplies:		0.00
Card/wii/game supplies		0.00
Self Defense class		0.00
Bingo Expenses		0.00
Promotional Items/giveaways		0.00
Joy Tree Gifts		0.00
Birthday Meals		0.00
Taxi Vouchers	225.00	225.00
Program Refreshments		0.00
Entertainment		0.00
Events:		0.00
Other event meals/supplies		0.00
Seasonal Parties		0.00
Senior Citizen Day		0.00
Patio Party		0.00
Birthday Event Supplies		0.00
Vets Day Event/Paver		0.00
Holiday Party		0.00
Total Expenses	1,983.48	1,983.48
		\$ 1,983.48

Ending Monthly Balance 39,259.61 39,259.61

Monthly Net Income 1,509.21 1,509.21

Section 3, Item A.