



SENIOR CENTER ADVISORY BOARD MEETING AGENDA

TUESDAY, APRIL 21, 2026 AT 9:00 AM

514 S. FIRST ST, WATERTOWN, WI 53094

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MINUTES

A. Minutes from February 17, 2026

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review and take action: 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. CHAIRPERSON COMMITTEE REPORTS

- A. Update from the fundraising committee on current efforts
- B. Update from the membership committee on new memberships and renewals
- C. Update from the community services committee on projects and efforts
- D. Update from the program committee on attendance and new programs

6. DIRECTOR'S REPORT

- A. Update on building projects - elevator, front door, generator fence, storm impact
- B. Update on upcoming events - volunteer recognition, senior care fair, family night, world migratory bird day
- C. Update on board election results

7. 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

SENIOR CENTER ADVISORY BOARD

Tuesday, February 17, 2026
9:00 a.m.

The Senior Center Advisory Board met on the above date and time. The following members were present: Betty Jimenez, Dawn Justman, Peggy Brown and John Wanke. Also present: Andrea Draeger.

1. **Call to order.**

The meeting was called to order at 9:05 a.m.

2. **Review and approve minutes dated December 16, 2025.**

Betty Jimenez moved to approve the minutes as presented, seconded by Peggy Brown, and carried by unanimous voice vote.

3. **Review and approve the monthly financial report.**

John Wanke moved to approve the 2025 year-end and January financial reports as presented, seconded by Dawn Justman, and carried by unanimous voice vote.

4. **Citizens to be heard.**

None.

5. **Chairperson's committee reports**

Update from the Fundraising Committee on current efforts.

The board reviewed the annual fundraising and event list. Upcoming fundraisers include 50/50 raffles, with proceeds planned for projects such as flower pots, the Veterans Day party, the holiday party, and fobs/tags for members. A recap of recent fundraising efforts was provided, including the cookie boxes and soup sale, which generated approximately double the amount raised last year due to increased fundraising activities. The board discussed raising the soup sale price to \$5 next year.

Additional discussion included potential use of a locked refrigerator in the snack shop area, a possible brat fry on June 12, and sharing sponsorship letters with board members. Members discussed coordinating with potential sponsors who may also support Bentzin Family Town Square events. Sponsorship letters and a press release were sent out, along with emails requesting bingo sponsors.

Update from the Membership Committee on memberships and renewals.

The committee discussed exploring a new system for member check-in using recreation software and fobs or tags with barcodes that could be scanned when entering the building. The board discussed whether members would be willing to purchase the fobs or tags.

Membership coupons are still available at the Chamber for new members, along with scholarship information for those needing assistance. The board also discussed the possibility of hosting a spring open house and coordinating it with the June brat fry.

Additional discussion included the potential for prorated memberships beginning in October, allowing memberships purchased late in the year to roll over into the following year. Staff also plans to calculate the value of membership by reviewing direct and indirect costs in order to evaluate future membership fee structures and better communicate the value of membership.

Update from the Community Services Committee on projects and efforts.

The board discussed additional community drives that could be coordinated with assisted living facilities or other community organizations, potentially in the spring. Possible donation drives

could include food items, school supplies, or items for the humane society. Volunteers could assist with delivering donated items.

John will contact the humane society and food pantry and expressed interest in organizing tours of these facilities when donations are delivered. The board also discussed connecting new members with John to assist with volunteer efforts.

Update from the Program Committee on program attendance and new programs and events.

The committee discussed highlighting programs both on the hall bulletin board and in the newsletter, potentially featuring one program each month.

Yahtzee attendance has been low, and the board discussed moving the activity to Mondays or discontinuing it if participation does not improve. The Gold Star Self-Defense class for women will run again in March. The board also discussed the recent active shooter training and noted that if offered again, it would be helpful to include more information specific to the Senior Center building and the needs of senior participants. Additional program discussions included a potential Cinco de Mayo party, the upcoming birthday party, and implementing a \$5 guest fee beginning in May since there is not a sponsor this year (birthday participants would still attend free). Upcoming activities also include spring break programming, four family nights, and four day trips.

The board discussed possible partnerships for programs such as a UW–Madison Badger Talk presentation or musical performance, as well as a technology program through the library focused on topics such as ordering books online or using digital resources.

The board approved using the poster board in the hall to feature Senior Center activities. Photos from the recent brunch will be displayed in April, and the birthday party will be featured in March.

The possibility of creating a baking committee was discussed, which could meet Monday, Wednesday, and Friday afternoons or on weekends when the facility is not rented.

The board requested an update on snack and soda sales performance in the office area and asked whether attendance at movie showings is currently being tracked.

The board requested that staff review the bylaws to determine whether only members may vote in board elections and to consider potential revisions to the bylaws in 2027. The board also discussed reaching out to Jammie Beltsner and recruiting an additional member-at-large.

6. Director’s report.

An update was given regarding building-related items and facility updates.

7. Adjournment.

Peggy Brown moved to adjourn at 10:39 a.m., seconded by John Wanke, and carried by unanimous voice vote.

Next meeting date: Tuesday, March 17, 2026.

Respectfully submitted,
Andrea Draeger
Senior Center, Enrichment, and Office Manager

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

Beginning Balance 37,750.40

Non-Taxable Revenue	January	February	March	April	2025 YTD Revenue
Donations	107.45	45.25	523.25	40.95	716.90
Memorials					0.00
Popcorn Donations	29.84	24.34	33.37	12.25	99.80
Beverage Sales	240.40	157.75	249.75	-29.00	618.90
Trip Commissions					0.00
WI Lottery Pull Tabs	358.50	121.50	118.00		598.00
Bake Sale	261.00				261.00
Soup Sale	501.00				501.00
Kwik Trip Gas/Scrip Cards	155.00	240.00	120.00	185.00	700.00
Care Fair Donations			975.00	50.00	1,025.00
Raffles	254.50	235.50	313.00	96.00	899.00
Self Defense Bob					0.00
Silent Auction					0.00
Taxi Voucher Donation					0.00
Taxi Voucher Repayment (Jeff Cty ADRC)	147.00	150.00	210.00		507.00
Event Tickets				5.00	5.00
Bday Party Revenue					0.00
Brat Fry					0.00
Veteran's Day Meal Donation		35.25			35.25
Veteran's Day Event Sponsorship			1,700.00		1,700.00
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	1,009.59	4,242.37	360.20	9,016.85
Total Non-Taxable					\$ 9,016.85
Taxable Revenue	January	February	March	April	YTD Revenue
Equip Rental	30.00				30.00
Greeting Cards	58.00	108.00	118.00	39.00	323.00
Misc Rev					0.00
Total Taxable Revenue	88.00	108.00	118.00	39.00	353.00
Total Taxable Revenue					\$ 353.00
Expenses	January	February	March	April	YTD Expenses
Lottery/payouts		111.00	139.00	-9.00	241.00
Raffle	50.00				50.00
Movies & License/Netflix	1,064.68	17.99	17.99		1,100.66
Watertown Daily Times					0.00
Spectrum Cable Channels					0.00
Fundraising:					0.00
Snack Shop Supplies/coffee/popcorn			220.40		220.40
Concessions (chips, candy bars, etc)	84.07		78.55		162.62
Soda Purchases	105.96	50.60	37.95		194.51
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			1,085.40	1,316.50
Program Supplies:					0.00
Card/wii/game supplies					0.00
Self Defense class					0.00
Bingo Expenses		1,364.40			1,364.40
Promotional Items/giveaways					0.00
Joy Tree Gifts					0.00
Birthday Meals					0.00
Taxi Vouchers	225.00	273.00			498.00
Program Refreshments					0.00
Pool Table		4.99			4.99
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		224.67			224.67
Vets Day Event/Paver			150.00		150.00
Holiday Party					400.00
Total Expenses	1,983.48	2,046.65	643.89	1,076.40	6,150.42
Total Expenses					\$ 6,150.42
Ending Monthly Balance	39,259.61	38,330.55	42,047.03	41,369.83	40,969.83
Monthly Net Income	1,509.21	-929.06	3,716.48	-677.20	3,219.43

50/50 RAFFLES
 Jan bingo machine
 Feb programming supplies
 March flower pots/flowers
 April annual flowers/plants patio
 May programming
 June
 July
 Aug
 Sept
 Oct
 Nov
 Dec

Section 3, Item A.

Mini Market

Purchases from mid-December 2025-present

Expenses:

Where	Purchase	Cost	How Many?	Total
Amazon	Mars Candy Bars (box 18)	\$ 21.78	1	\$ 21.78
Amazon	Hershy Candy Bars (box 30)	\$ 33.39	1	\$ 33.39
Amazon	Frito Lay Snack Pack (box 40)	\$ 26.91	1	\$ 26.91
Amazon	Nut Pack (box 28)	\$ 39.99	1	\$ 39.99
Amazon	Pretzel Pack (box 36)	\$ 18.79	1	\$ 18.79
Amazon	Nature Valley Granola Bars (box 60)	\$ 11.30	1	\$ 11.30
Amazon	Frito Lay Snack Pack (box 21)	\$ 13.99	1	\$ 13.99
Amazon	Grandmas Cookies (box 30)	\$ 18.11	1	\$ 18.11
Amazon	Frito Lay Snack Pack (box 40)	\$ 23.79	1	\$ 23.79
Betty J	Soda Purchases (share w/ bingo)	\$ 296.54	1	\$ 296.54
				\$ -
	Total Expenses			\$ 504.59

Revenue is Jan-Present

Revenue:

Date				Total
5-Jan				\$ 36.00
9-Jan				\$ 40.00
16-Jan				\$ 57.40
23-Jan				\$ 64.00
30-Jan				\$ 43.00
5-Feb				\$ 15.50
13-Feb				\$ 81.00
20-Feb				\$ 40.25
27-Feb				\$ 21.00
6-Mar				\$ 84.00
13-Mar				\$ 53.75
20-Mar				\$ 41.00
27-Mar				\$ 55.00
31-Mar				\$ 16.00
	Total Revenue			\$ 647.90

Grand Total: \$ 143.31