



SENIOR CENTER ADVISORY BOARD MEETING AGENDA

TUESDAY, DECEMBER 10, 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 minutes from October 15, 2024

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review and approve: October 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

A. Update: upcoming events and previous recap

B. Update: building improvements

C. Update: building and rental policies

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
October 15, 2024**

1. Call to Order

The Senior Center Advisory Board met in person on October 15, 2024, at 9:00 am. The meeting was called to order by director Andrea Draeger. Present: Betty Jimenez, Cathie Wallen, Kathleen Gillingham, Jammie Belstner, Dawn Justman, Peggy Brown. Not present: Mara O'Brien.

2. Review and Approve the August Minutes

Kathleen Gillingham motioned to approve the August 20, 2024 minutes as written. Betty Jimenez seconded. Motion carried.

3. Review and Approve the Monthly Financial Report

Jammie Belstner motioned to approve the August 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

Peggy Brown was appointed as programming committee chair and Jammie Belstner was appointed as a member at large to the Senior Center advisory board. Kathleen Gillingham motioned to approve the appointments. Cathie Wallen seconded. Motion carried.

b. Review and take action: membership and renewal fees

The last time the membership fees were increased was at least 5-10 years ago. The membership fees will increase to \$12/city resident and \$18/non-city resident in 2025. The renewal letter will list perks of membership including free birthday meal, programs, presentations, ability to be on the advisory board, ability to have priority sign up for events, etc. The 25% discount to renew by January 31 and for new members will still apply. All new memberships and renewals should fill out a form for record keeping. Kathleen Gillingham motioned to approve the 2025 membership fees. Dawn Justman seconded. Motion carried.

c. Review and take action: reschedule December board meeting

The December board meeting occurs the same day as the holiday party. The new date will be December 10 at 9am. Kathleen Gillingham motioned to approve the rescheduled date. Cathie Wallen seconded. Motion carried.

d. Review and take action: 2025 holiday bingo dates

Some 2025 bingo dates will occur on holidays. It was determined that these should continue to be rescheduled to Tuesdays, with the exception of the week of the rummage sale. Betty Jimenez motioned to approve the rescheduled date. Cathie Wallen seconded. Motion carried.

6. Chairperson's Committee Report**a. Update Fundraising Committee on Current Efforts**

The annual rummage sale was recapped with ideas for improvement next year, including to align with the all-city rummage sale. The next bake sale will be at the November election. The soup sale is scheduled for January 16, 2025. More ideas will be discussed with Dawn and Betty including a 50/50 raffle, brat fry, etc.

b. Update Membership Committee on Current Memberships and Renewals

Regular meet and greets will be scheduled for next year as the last was a great success. More discussion will occur soon with Kathleen.

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

Discussion occurred around a potential lunch or dinner for a lunch and learn with a sponsor to donate food, a casino night, craft fairs, etc. All future events will be ticketing for ease of entering and RSVP.

7. Director's Report**a. Updates**

The board recapped the Senior Citizen Day event in August, rummage sale details, upcoming and future bake sales, catering options for events, putting board information on the city's website and social media, etc. The board is continuing to discuss removing certain expenses, such as cable tv and a second daily times subscription.

8. Adjournment

Next meeting is scheduled for Tuesday, December 10, 2024 at 9:00 am. Betty Jimenez motioned to adjourn. Jammie Belstner seconded. Motion carried.

2024 Fundraising Account		Expense		24-58-11-07		Revenue		24-48-12-07								
Beginning Balance		26,428.00														
Non-Taxable Revenue	January	February	March	April	May	June	July	August	September	October	November	December	YTD Revenue	Section 3, Item A.		
Donations	179.90	89.82	348.57	345.00	799.83	82.75	155.61	1,454.57	17.36	63.75	1,326.71		4,863.87			
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	10.90	10.20		230.37			
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	-373.00	67.55		959.05			
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/Scrip Cards	-410.00	100.00	220.00	180.00	140.00	80.00	20.00	180.00	160.00	-160.00	220.00		730.00			
Care Fair Donations		50.00	50.00	200.00	-155.14								144.86			
Holiday Party/Vet											505.00		505.00			
													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	-458.35	2,129.46	0.00	10,438.21	\$	10,438.21	
Taxable Revenue	January	February	March	April	May	June	July	August	September	October	November	December	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	91.95	55.31		874.83			
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	91.95	55.31	0.00	921.27	\$	921.27	
Expenses	January	February	March	April	May	June	July	August	September	October	November	December	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	16.34	16.34		988.64			
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	148.63	148.63		1,594.96			
Fundraising:													0.00			
Snack Shop Supplies/coffee/popcorn		51.86		191.35	18.73	366.60	109.90		4.80	54.32			797.56			
Bake sale supplies		34.09		14.76							19.49		68.34			
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			61.13		349.02			
Office supplies/cards			6.80				412.95						419.75			
Scrip Cards - RaiseRight											1,265.00		1,265.00			
Program Supplies:													0.00			
Card/wii/game supplies		84.92		30.30				400.00					515.22			
Bingo Expenses					405.00						22.76		427.76			
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	105.00	87.00			1,008.00			
Program Refreshments										6.89			6.89			
Entertainment				125.00				100.00			600.00		825.00			
Events:													0.00			
Other event meals/supplies	28.99	113.53			831.30			90.94			136.32		1,201.08			
Vets Day Event/Paver										48.77	1,257.64		1,306.41			
Holiday Party											32.99		32.99			
Total Expenses	1,316.89	859.49	295.30	944.41	1,519.00	667.52	804.82	1,013.08	309.97	361.95	3,560.30	0.00	11,652.73	\$	11,652.73	
Ending Monthly Balance	25,527.99	25,286.11	25,964.04	26,193.80	25,461.09	25,345.54	25,073.55	26,070.92	28,238.63	27,510.28	26,134.75	26,134.75	26,134.75			
Monthly Net Income	-900.01	-241.88	677.93	229.76	-732.71	-115.55	-271.99	997.37	2,167.71	-728.35	-1,375.53	0.00	-293.25			

2024 Membership Report					
Memberships	Base >2022	Inactive	2024 Paid	2024 New	2023 Unpaid
January	688	2			73
February	726	1	606	40	120
March					
April					
May	754	1	647	25	107
June					
July	767	5	663	13	100
August	774	6	675	7	99
September	789	0	692	15	97
October	797	0	701	8	96
November	801	0	705	4	96
December	804	0	708	3	96
Total		15		115	

2023 Membership Report					
Memberships	Base >2021	Inactive	2023 Paid	Section 3, Item A.	
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	773	0	665	7	108
Total		25		126	

Membership Statistics						
	Total Member-ship	Men	Women	New Members	Avg Age	Deceased
2024	708	194	514	115	77	17
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										
	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
January	59	111	46	0	70	45	137	65	92	124
February	113	57	56	2	91	96	178	135	181	173
March	63	106	58	0	32	62	150	154	177	229
April	122	63	108	11	0	136	118	120	163	185
May	70	106	75	5	0	71	147	145	117	196
June	178	90	90	28	1	108	166	119	157	158
July	76	70	88	49	0	78	106	100	85	148
August	63	60	50	80	3	65	115	150	104	142
September	107	74	95	58	2	74	77	127	106	138
October	97	93	83	36	2	90	75	106	115	140
November	57	90	70	85	11	95	119	170	98	99
December		138	140		0	121	128	219	99	134
Total	1,005	1,058	959	354	212	1,041	1,516	1,610	1,494	1,866
Avg/Mth	91	88	80	32	18	87	126	134	125	156