



SENIOR CENTER ADVISORY BOARD MEETING AGENDA

TUESDAY, JUNE 18, 2024 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 May 14, 2024

3. REVIEW AND APPROVAL OF FINANCIAL REPORTS

A. Review and approve: monthly 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 discuss: board committee appointments

B. Review and discuss: open board positions

6. CHAIRPERSON COMMITTEE REPORTS

A. Update on fundraising committee

B. Update on membership committee

C. Update on Community Services Committee

D. Update on Program Committee

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
May 14, 2024 (special)**

1. Call to Order

The Senior Center Advisory Board met in person on May 14, 2024, at 9:00 am. The meeting was called to order by Kerry Kneser. Present: Beth Beckett, Betty Jimenez, Cathie Wallen, Kerry Kneser, Mara O'Brien, and Jolene Lucas. Not present was: Kathleen Gillingham. Also present was Andrea Draeger.

2. Review and Approve Minutes

Kerry Kneser motioned to approve the Senior Center Advisory Board meeting minutes from February 20, 2024. Beth Beckett seconded. Motion carried.

Betty Jimenez motioned to approve the Senior Center Advisory Board meeting minutes from April 16, 2024. Cathie Wallen seconded. Motion carried.

3. Review and Approve the Monthly Financial Report

Cathie Wallen motioned to approve the January financial report. Beth Beckett seconded. Motion carried.

4. Citizens to be Heard

None.

5. Business

a. Review and approve: Senior Center Advisory Board By-Laws

Kerry Kneser motioned to approve the updated Senior Center Advisory Board By-Laws as written. Beth Beckett seconded. Motion carried.

b. Review and approve: policies governing the use of the senior and community center

Discussion occurred to ensure any damages resulting from the renters' use of alcohol would be addressed and it was recommended that we review the alcohol policy again to ensure everything is stated as proper process. It was also discussed the approved policies will be available at our upcoming annual meeting, in the new member welcome folder, and with the member renewal letter this year. Jolene Lucas motioned to approve the policies governing the use of the center. Beth Beckett seconded. Motion carried by a 5-1 vote.

6. Chairperson's Committee Report

a. Update Fundraising Committee on Current Efforts

An update was given regarding the Pizza Ranch cause of the month and round up cards sales – allowing the center to raise almost the entire catering bill for the volunteer recognition event. An update was also given for the Green Bay Packer grant with the intended use for center artwork. It was determined, right now, that there will not be an August bake sale unless more volunteers are available.

b. Update Membership Committee on Current Memberships and Renewals

No update was given at this time.

c. Update Community Services Committee on Projects/Efforts

No update was given at this time.

d. Update Program Committee on Program Attendance & New Programs

No update was given at this time.

7. Director's Report

a. Updates

The Senior Care Fair was successful with almost 40 vendors and about 75 people in attendance. Improvements will be made for the next fair next year.

8. Adjournment

Next meeting is scheduled for Tuesday, June 18, 2024 at 9:00 am. Kerry Kneser motioned to adjourn. Betty Jimenez seconded. Motion carried.

2024 Fundraising Account

Expense

24-58-11-07

Revenue

24-48-12-07

Beginning Balance

26,428.00

Section 3, Item A.

Non-Taxable Revenue	January	February	March	April	May	2024 YTD Revenue	
Donations	179.90	89.82	348.57	345.00	799.83	1,819.62	
Memorials	20.00	20.00				40.00	
Green Bay Packer Foundation Grant						0.00	
Popcorn/Beverage Donations	21.25	18.24	26.65	62.70	10.00	151.02	
Trip Commissions						0.00	
WI Lottery Pull Tabs	100.00	186.00	240.50	-268.00	165.50	583.50	
Bake Sale				538.36		538.36	
Book Sale						0.00	
Soup Sale	449.80					449.80	
Rummage Sale Donations						0.00	
Kwik Trip Gas Cards	-410.00	100.00	220.00	180.00	140.00	230.00	
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	3,957.16	\$ 3,957.16

Taxable Revenue	January	February	March	April	May	YTD Revenue	
Equip Rental						0.00	
Greeting Cards	55.93	107.11	87.51	116.11	-173.90	343.56	
Misc Rev		46.44				46.44	
Total Taxable Revenue	55.93	153.55	87.51	116.11	-173.90	390.00	\$ 390.00

Expenses	January	February	March	April	May	YTD Expenses	
Lottery License						0.00	
Movies & License/Netflix	825.24	16.34	16.34	16.34	16.34	890.60	
Watertown Daily Times				295.20		295.20	
Spectrum Cable Channels	135.22	135.22	135.48	148.63	148.63	703.18	
Fundraising:						0.00	
Snack Shop Supplies/coffee/popcorn		51.86		191.35	18.73	261.94	
Bake sale supplies		34.09		14.76		48.85	
Soup Bowls/crackers	63.09					63.09	
Rummage Sale						0.00	
Decorations/candy		104.85	15.09	26.83		146.77	
Office supplies/cards			6.80			6.80	
Program Supplies:						0.00	
Card/wii/game supplies		84.92		30.30		115.22	
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			252.00	
Program Refreshments						0.00	
Entertainment				125.00		125.00	
Events:						0.00	
Other event meals/supplies	28.99	113.53			831.30	973.82	
Vets Day Event/Paver						0.00	
Holiday Party						0.00	
Total Expenses	1,316.89	859.49	295.30	848.41	1,420.00	4,740.09	\$ 4,740.09

Ending Monthly Balance 25,527.99 25,286.11 25,964.04 26,289.80 25,656.09 26,035.07

Monthly Net Income -900.01 -241.88 677.93 325.76 -633.71 -392.93