

Portage Senior Center Advisory Board Minutes January 19, 2011

Present: Ann Perkins, Ruth Ann Meyer, Patricia Berninger, Art Roberts, Nic Oprescu, Ruth Michelhaugh, Mary Lou Petruccio, Larry Smith, Trudy Riker,

Absent (excused) Jim Hoppe **(unexcused)** Gordon Heikkila

Staff: Jason Horan

Chairperson Ruth Ann Meyer called the Advisory Board meeting to order at 2:30 PM. The minutes of the November 17, 2010 meeting were read, and unanimously approved.

Introduction of guest: Jason Horan introduced Johanna Thomas, the new Trip Coordinator for the Portage Senior Center. Johanna has considerable experience in travel and trip planning. She started in her new position on 12/6/2010. The Board enthusiastically welcomed Johanna.

Manager's Report Jason Horan

- **Activities:** December was quite active, with participations totaling 5,557, with several “themed” events including a “Healthy Holiday Potluck”, two Christmas lunches, and a Christmas dinner (featuring steak and chicken) with about 200 PSC members attending. A Chair Volleyball Match of the PSC team versus Mattawan High School team was another highlight of the month. This event was also featured in the Portage Gazette.
- **Membership:** Current active memberships for December were 1,482, with 18 new members and 69 renewals.
- **Fundraising:** Total fundraising in December amounted to \$11,057, including grants, newsletter advertising, facility rental fees, and membership fees. Gift wrapping services at the Crossroads Mall received \$400 in donations. Also Designware donated a substantial amount of gift wrapping for future gift wrapping activities. A donation of \$1000 was received from Bronson Healthcare Group.

Trip Report Art Roberts

- Art Roberts reported there will be two trips to Grand Rapids in April, 2011 – a Grand Rapids Symphony event, and a Culinary School Tour. Art also updated the Advisory Board on the status of other trips.

Wellness Ruth Michelhaugh

- One to One Program (1:1) Support -- 17 encounters, 15 persons
- Referred to 15 agencies or providers
- Worked with 9 community partners
- Held Healthy Holiday Potluck dinner with 35 attending including volunteers
- Met successfully with Borgess Delano Clinic and Borgess Internal Medicine to integrate PATH into Borgess
- Reported to United Way on grant >20% over promised Evidence-Based Programs
- Planning Spring PATH and MOB workshops including MOB leader training (currently have 9 PATH leaders and 2 MOB leaders)
- PATH presentation at Heritage Hills (40) and Heritage Community (14)

Friends of the PSC Jason Horan

The Friends of the Portage Senior Center Board of Directors held a retreat December. Board members held discussions on the Friends organization functions, by-laws, and fund-raising activities. The Friends Golf Outing was confirmed for May 16th, at Eastern Hills Golf Course. A staff member of the Kalamazoo Community Foundation was a guest presenter.

Old Business

PSC Accreditation – Jason Horan: The PSC Accreditation committees completed their assignments and submitted their accreditation reports and documentation in November. On January 11 the Accreditation on-site Peer Reviewer met with committee chairpersons and members, Jason Horan and the project coordinator, Jo Arnold, at the Stuart Manor, Celery Flats, for a group discussion on the senior center activities, accreditation findings, and recommendations for improvement and growth. This was a very useful and informative discussion on the PSC and the accreditation project.

New Business

PSC Advisory Board Policy and Procedures – Larry Smith: Larry Smith presented the 2nd draft (revised) of the Portage Senior Center Rules of Operation – a document from the senior center policy and procedures manual. The Rules of Operation was created in 1993, and in the 2010 process of accreditation the Governance Committee recommended revisions to this document to bring it up to date.

Revisions from advisory board members had been included in this revised document, and it was reviewed at the meeting. After discussion a motion was made by Larry Smith for acceptance and approval, and seconded by Art Roberts. Larry explained that a copy of this document will now be inserted into the senior center policy and procedures manual, and also given to current board members and the City Clerk for potential use as a handout to new Advisory Board members.

PSC Name Change and Advisory Board Goals and Objectives: Chairperson Ruth Ann Meyer handed out copies of the current 2010/2011 Advisory Board Goals and Objectives and a sheet for potential senior center name change ideas. Members were asked to review these items for discussion at the February meeting.

Citizens Comments: none

Advisory Board Comments: none

The meeting was adjourned at 3:40 pm

**The next advisory board meeting will be February 16, 2011, at 2:30 PM
At the Portage Senior Center.**

Respectfully submitted by Larry Smith (Vice Chairperson)