

Portage Senior Citizens Advisory Board
Meeting Minutes
November 20, 2013

Board Present: Monifa A. Jumanne, Mary Maisto, Ruth Ann Meyer, Ann Perkins, Mary Lou Petrulio, Trudy Riker, Art Roberts, and Helen Tubbs

Absent with Notice: Kyle Huitt, Youth Participant, Pat Berninger, Jim Hoppe, and David Vernier

PSC Staff Present: Janet Gates, Administrative Assistant

Guests: Kimberly Middleton, Chair, Friends of the Portage Senior Center

Chair Ann Perkins called the meeting to order at 2:30 pm. Board members read the October minutes; no changes were suggested. Art Roberts made a motion to approve the minutes as presented. Trudy Riker seconded and the minutes were approved.

Management Report – Janet Gates, Administrative Assistant, sitting in for Jill Hess

- The Holiday Bazaar on November 2nd was a huge success.
- There were 2,693 event sign-ins during October.
- Active memberships for PSC in October tallied 1,296.
- There were 3,422 volunteer hours contributed by 164 volunteers during the month of October.

Items for Information

- Wellness Report – No report
- Trip Committee (Art) – The Trip Preview was held on October 28. Thirty-four people attended the “Hello Dolly” show. Two trips – Polish Heritage III and Shipshewana – were cancelled. Upcoming trips include Smoky Mountain Christmas (December 2-6), Dazzling World of Lights (December 3), and Sanfilippo Christmas (December 10-11). He mentioned that more attention is being given to travelers with disabilities. The Trip Committee will meet again on December 16.
- Friends of PSC (Kimberly) – She reported a scheduling conflict with an event at Portage Central that was amiably resolved. Regarding the Holiday Bazaar and Bake Sale, attendance was 450, a “good turnout.” Friends of PSC was compelled this year to increase the fee for display tables. The goal was to raise \$2,000, and with \$1,900 already collected, Kimberly is confident that Friends will reach or exceed that amount. Among the delectable goodies were seven pots of soup, assorted homemade baked goods, and a table for gluten-free products. The Friends Retreat is scheduled for November 12, 2013. The Board is always looking for creative ideas for fundraisers, such as the “Seniors' Prom” in March or April 2014.

Old Business

- **Advisory Board Responsibilities Form** (Status) – Ann now has a signed form from everyone.
- **Accreditation Committee** (Mary Lou) – Committee will convene in 2014.
- **Accreditation Committee Identified** – Current members of the Accreditation Committee are Jim Hoppe, Monifa Jumanne, Ruth Ann Meyer, Mary Lou Petrulio, and Babs and Larry Smith.

New Business

- **Travel** – The Travel Program sponsored a Trip Preview on October 28, with a record number of 119 people pre-registered for upcoming trips and more than \$18,602 in pledges.
- **Complaint Procedure and Appeal Process** – Board members expressed general approval of the revised version. Questions arose concerning 1) the role of staff and 2) the role of the Board in responding to the person making the complaint. The questions prompted a spirited discussion. Ruth Ann asked for clarity on complaints sent to the city manager, some of which apparently do not always receive a response. Ann mentioned the importance of confidentiality in receiving complaints and Art noted the availability of the city's Comment Card. Monifa made a motion to approve the policy with noted grammatical changes; Trudy seconded the motion. The motion carried with unanimous approval.
- **Elder Abuse Speaker** – Kimberly informed the Board of activities related to elder abuse, including an Elder Abuse Coalition speaker, Judy Sivak. Ann asked Kim to send her the names of additional speakers. Kim indicated that only one in five cases of elder abuse gets reported. The Board will relay this information to Denita Demler, program coordinator. Helen, our Wellness representative, will meet with Denita and Jill regarding PSC's involvement, including any legalities associated with PSC's role.
- **Christmas Party Discussion** – The Board discussed the pros and cons of meeting in December. After some discussion, Monifa made a motion that the December meeting be canceled. Mary Lou seconded the motion, which carried unanimously. Ann volunteered to host the Christmas party at her home, 3245 Lites End Court, Portage, on Tuesday, December 17, 5-7pm. Members are invited to bring an appetizer to share, as well as a spouse or significant other.

Advisory Board Comments

- Mary asked Kimberly about the cost of developing the new Friends of the PSC logo. Kimberly explained the process of designing a new logo. For assistance with logo development she suggested that PSC consult with area colleges, e.g., Western Michigan University and Kalamazoo Valley Community College, to find talented students in the field of graphic design.
- Art – The Portage Community Center (PCC) will distribute toys on 12/13. The deadline for donating toys is Friday, December 6.
- Ruth Ann asked about the PSC-Friends fundraiser. This will be a combined appeal scheduled for November 30. A letter of appeal is currently being prepared.

The meeting was adjourned at 3:50pm. The Board voted not to meet in December. The next Advisory Board meeting will be Wednesday, January 15, 2:30pm, at the Senior Center.

Respectfully submitted,
Monifa A. Jumanne, Secretary