

Portage Senior Citizens Advisory Board

Meeting Minutes

October 16, 2013

Board Present: Patricia Berninger, Jim Hoppe, Monifa Jumanne, Mary Maisto, Ruth Ann Meyer, Ruth Michelhaugh, Ann Perkins, Mary Lou Petruccio, Trudy Riker, Art Roberts, Larry Smith, and Helen Tubbs

Absent with Notice: Kyle Huitt, Youth Participant

Staff: Jill Hess, Deputy Director, Denita Demler, Portage Senior Center (PSC) Program and Volunteer Coordinator, and Ashley Machacek, intern

Guests: Georganne Oldenburg, Friends of PSC Board

Chairperson Larry Smith called the meeting to order at 2:30 p.m.

Larry suggested some changes to the September minutes. Discussion followed and changes were agreed upon. Ruth made a motion to approve the revised minutes. Jim seconded, and they were unanimously approved as amended.

Board Appointments

On October 8 the City Council reappointed Ruth Ann to the Advisory Board. Current alternates Mary and Monifa were appointed as board members. Helen Tubbs and David Vernier were appointed to fill the alternate positions. Larry Smith and Ruth Michelhaugh are retiring from the board. Their service has been greatly appreciated.

Jill welcomed new board member Helen Tubbs who gave us some of her background. She is interested in helping as a Wellness representative on the board.

Management Report for September – Jill

- There were 2236 event sign-ins during September.
- Active memberships for PSC in September were reported as 1275.
- Volunteer hours totaled 2238, contributed by 145 volunteers.
- Intergenerational Programming has begun for the fall season. This includes the Partners Program with Portage Central Elementary School and the Pen Pals Program at Angling School. Another outreach program underway is Readers Theatre which interacts with local schools and churches.
- There were 24 riders using transportation services in September.

Items for Information

- Wellness (Ruth) – Ruth informed us of a Kalamazoo County Advocates for Senior Issues (KCASI) meeting October 21 regarding “Why Should We Care about Advocacy”. There will also be a presentation on November 18 titled “Be Aware of Phone and Mail Scams”.
- Trip Committee (Trudy) – Trudy described participation in two extended trips and two recent day trips provided by PSC. We were reminded of the Fall Trip Preview announcing new trips and providing a new Travel Guide on Monday, October 28 at 1:30 p.m. Some discussion followed regarding seniors who cannot afford travel fees. Georganne will bring the issue up at a Friends Board meeting.
- Friends of PSC (Georganne) –The Friends Board will have a planning meeting in November, and they are currently preparing for the annual funding appeal. As a follow-up to the September recruitment event three new people will be invited to join the board.

- Portage Community Center (PCC) Report (Art) – Art reported that the Peacock Strut on September 14 raised \$16,900. Jill added that she has communicated with Executive Director Diane Schrock about how we can connect with low income seniors. Jill also plans to supervise an intern from PCC and hopes to familiarize them with PSC as well.

Old Business

- MySeniorCenter™ update (Denita Demler) – Denita gave information on the transfer of prior data to the new software and the reporting of data using the new system. She remarked about the assistance from volunteers provided in March and April to mentor PSC members regarding login upon arrival at PSC. We were informed that data is extracted for monthly reports on the 5th day of the following month. Denita also clarified that no login is required for groups renting rooms at PSC. We are still trying to determine the best way to enter numbers for offsite PSC activities. Jill spoke about collaborations with other organizations such as the Portage YMCA and WMU Lifelong Learning for PSC activities. Ruth Ann pointed out the importance of capturing all activity participation, especially for inclusion in data for our next accreditation process.
- Advisory Board Annual Presentation (Larry) – Larry presented a report to the City Council on September 24th on behalf of the Senior Citizens Advisory Board. He gave us the take away messages received from their comments. The importance of volunteers and collaborations were emphasized. Some board discussion followed. Monifa asked if we have a visual way to show all of the organizations which interact with PSC. There was agreement that this would be a very good idea. It could possibly be a Powerpoint presentation. Monifa volunteered to help create one. Georganne also mentioned a video. Ruth Ann cautioned us to keep in mind our budget and limited staff.

New Business

- Goals and Objectives 2013- 2014 (Larry) – Larry reminded us to start thinking about these goals which will be due to submit to City Council in April 2014.
- Election of Officers
 - Chairperson – Ruth Ann moved that Ann Perkins be nominated as Chairperson. Mary Lou seconded. Ann was unanimously elected by vote.
 - Vice-Chair – Art initiated a motion and Mary supported for Jim Hoppe’s nomination. Jim was elected by unanimous vote.
 - Secretary – Art moved to nominate Monifa as Secretary. Monifa said she may miss some upcoming meetings due to surgery but was willing to serve as secretary if able to do so. Ann seconded the motion and Monifa was elected by unanimous vote.
- New PSC Van (Jill and Ashley) – Jill informed us that with Ashley’s help a letter was sent to those who used the PSC mini-bus providing information on transportation alternatives. Trudy asked that the board be given copies of the letter. Ashley also phoned the individuals and received some feedback on the new van. The steps into the van are very small and are difficult for some people. Ways to alleviate this situation are being investigated.

Advisory Board Comments: Pat spoke about the choir at PSC which she enjoys greatly. Larry mentioned that another iPad training class will be held in November with Ashley’s help.

Citizen Comments: None

The meeting was adjourned at 4:15 p.m.

The next Advisory Board meeting will be held November 20 at 2:30 p.m. at the Senior Center.

Submitted by Mary Maisto