

Senior Citizens/Portage Senior Center Advisory Board Meeting Minutes

April 18, 2012

Board Present: Jim Hoppe, Kitu Komya, Mary Maisto, Ruth Ann Meyer, Ruth Michelhaugh, Ann Perkins, Mary Lou Petrulio, Trudy Riker, Art Roberts, and Larry Smith

Volunteer Youth Participant: Humza Mirza

Absent Excused: Patricia Berninger and Nic Opresco

Staff: Jill Hess, Deputy Director

Guests: Georganne Oldenburg, Friends Volunteer/Liaison

Chairperson Ruth Ann Meyer called the meeting to order at 2:30 p.m. March minutes were reviewed and one correction to attendance noted. Larry moved to approve corrected minutes and Ann seconded. Minutes were approved as corrected.

Management March Report – Jill

- Participations and outreach totaled 3498 for March 2012. Patrons engaged in recreational programming totaled 1151. A new ping pong table was donated, and we now have three tables. Chair volleyball, ping-pong, and billiards have been very actively attended, with interest on the rise.
- Volunteer hours totaled 2860.
- Over 300 people signed up for the AARP Tax Assistance Program provided at PSC.
- PSC will host a Lifelong Learning class in June regarding living with low vision and blindness.

Mary Lou asked for clarification on the number reported for Enhance Fitness. Jill informed us that it represents the number of people enrolled at PSC. She also explained that our county partners have agreed to meet to collaborate about Enhance Fitness programs.

There was some discussion about the recent Volunteer Recognition Lunch. Some suggestions for future recognition events included: a speaker, conversation/interaction time prior to lunch, and music during lunch rather than as a separate activity.

Wellness – Ruth

The PSC Wellness Committee met and is making of list of programs we currently have. They are also beginning to poll members about health topics of interest.

Travel – Art

Art reported that several upcoming day trips have reservations filled to capacity. A new Travel Guide will be available on April 23.

Friends of PSC Updates – Georganne

Georganne reported that the Friends board met on April 17. Discussion centered on three topics: Friends match for My Senior Center software, May 14 Golf Outing for which more golfers are needed, and future fundraiser ideas. Mary inquired if a Thank You event is planned for donors, as done in previous years. Georganne was unaware of any plans, and Jill will check further. Jill said it is a good idea to recognize significant donors.

Portage Community Center – Art

Nothing new to report.

Old Business –

- **Data Management System** – Jill has researched software used by several other senior centers in Michigan called “My Senior Center”. The software is about eight years old and appears to meet our needs. Jill will be applying for a United Way grant of \$15,000 which would be matched by \$7500 from the Friends of PSC funds. The money would be designated for upgrading our technology for data management at PSC. Georganne will participate in a webinar April 19 which will allow for questions about the My Senior Center software.
- **Other Senior Centers** – Centers in both Flint and Lansing currently use the My Senior Center software. Jill asked for feedback about board members visiting to see the software in use. We agreed to schedule a visit in the Lansing area this summer.

New Business

New 2012-2013 Goals – Now that our goals have been established, the board needs to provide input and direction on achieving the goals. The board’s role is to lend support and advice, rather than to direct operations. Jill appreciates ideas we have presented as “Have you thought about this...”. Ruth Ann obtained 2010 data on Portage population and housing which may be useful for planning. This information is available on the Portage website.

Homework for next meeting: For our first three goals each member should provide their thoughts regarding our current strengths, weaknesses, opportunities and threats (SWOT matrix previously provided as a handout). Bring your suggestions to the next meeting.

Advisory Board Comments:

- Ruth Ann remarked about the “Facts about Public Transit” presentation recently provided by Shawn McBride. Shawn is the new Kalamazoo County Transit Authority Director.
- We were shown a copy of the new “Spark” publication which replaces “Generations”. It is available in the PSC lobby. “Spark” contained information on PSC trips, although some of it was out of date upon publication.
- Jill reported that we have a new mini-bus driver. She also told us that a 12-passenger van is being investigated as a replacement for the mini-bus.
- Jim Hoppe continues to assist Jill by looking at participation numbers from previous years to ensure that we are comparing “apples to apples”.
- Jill created a checklist (per contract) for facility cleaning personnel and will hold them to the specified standards. An improvement has been noted in services since using the checklist.

Citizen Comments: None

The meeting was adjourned at 4:10 p.m.

The next Advisory Board meeting will be held May 16 at 2:30 p.m. at the Senior Center.

Submitted by Mary Maisto, Secretary