



Board of Directors Meeting
May 5, 2021
Minutes

Via Zoom conference call due to COVID-19 state of emergency.

Present:

Sheria Robinson-Lane, President
Alfreda Rooks, Interim Treasurer
Evan Sweet, Secretary
Monica Prince, Executive Director
Carl Schier

Absent:

Yvonne Cudney

Call to Order:

- Meeting called to order at 6:42 pm by President Robinson-Lane

Approval of the Agenda:

- The agenda was approved unanimously with revisions to include adding an agenda item for the election of board officers.

Acceptance of Board Meeting Minutes:

- Motion to approve March meeting minutes by Alfreda with any necessary corrections or revisions and seconded by Evan

Election of Board of Officers:

- Sheria Robinson-Lane nominated as Board President, approved unanimously by the board.
- Alfreda Rooks appointed to Interim Treasurer until a new replacement has been secured and a new Treasurer has been selected.

Introduction and welcome of Christopher Jacobs: 5 minutes

- Tabled to next meeting, as Christopher was not able to attend.

MOU with City of Ypsilanti:

- Had to make small changes and need current signature by Board President Robinson-Lane
- Monica has switched over all utilities to Senior Center, transferred from the City of Ypsilanti

Insurance

- Carl has submitted a quote request to Meadowbrook Insurance and waiting to hear back from them to be accepted and approved. Quote is expected to include General Liability coverage and Directors and Officers insurance
- Carl has also inquired with Hylant Insurance Agency as well for a quote to include General Liability coverage and Directors and Officers insurance
- The City of Ypsilanti will be secondary on insurance policy and Senior Center will be primary

Updates on Reopening the Senior Center:

- Facility reopened on Tuesday, May 4, to have some small group activities
 - Monica and staff have been doing COVID-19 screening questions for all who enter the facility
 - Monica will be putting out patio furniture for future programs to run outdoor programs as much as possible
- **Communication to Board Regarding Reopening**
 - Many Board of Directors members did not know that the facility has reopened to the public
 - A decision was made on the reopening of the center, and not shared with the Board of Directors at the time of reopening
 - Board Member Carl Shier has decided that the insurance is adequate to reopen and felt that reopening could occur. This was not consulted with the Board of Directors.
 - **Current Facility Programs**
 - Tuesday afternoon knitting group had 6 people, always sat six feet apart with masks on
 - Wednesday art group, sat six feet apart and always wore masks
 - Wednesday afternoon Bingo group, less than eight people, and all wore masks
 - Have a general fitness class on Fridays
 - All shared equipment was cleaned and disinfected after each use
 - Acupuncture coming to the center this week
 - Acupuncture facilitator has his own insurance and cleaning items
 - **Reopening Needs**
 - Need procedures in place for COVID-19 exposure and details on cleaning and sanitizing of the center, including shared surfaces and equipment
 - The facility will remain open, and we will not be moving backwards to close it
 - Need procedures in place to outline exact cleaning processes. Monica to add them to the Google Drive for Board of Directors to review and provide timely feedback
 - Monica is working towards the reopening on congregate meals sometime in June. This is a request from Washtenaw County
 - Monica will be sending Area Agency on Aging information on congregate meals and place it in the Google Drive for Board review
 - The facility and board still need required insurance, (General Liability and Directors & Officers) in place and reopening procedures and protocols to move forward

Fundraising and Grants:

- Monica submitted a grant with Generations United to hopefully open the facility with longer hours and bring in more Intergenerational Projects and bring Monica to full-time hours per week. Grant has been submitted by Monica. Grant total of 3 years. \$40,000 for first year, \$30,000 for the following two years.
 - o Submitted a 300-word explanation of what programming the center wanted to offer. Will be hoping to use grant for expansion of center hours.
- Monica planning to submit a grant for more arts programming with arts and culture grant with the Ann Arbor Area Community Foundation
 - o Funding for art programming for people with disabilities and dementia
- Grants that are submitted should be in line with strategic plan of the center to be sure they are aligned with the programming and operational goals of the center.
- Need a grant strategy and have to put in funding to cover other facility related costs and expenses as well
- Dana has a fundraising plan to present to the board when ready, and willing to facilitate and gather ideas and feedback on
- Plan to add Dana's fundraising presentation to the June Board of Directors meeting

Emeritus status for Former/Resigned Directors:

- Suggestion to offer former Board of Directors members Emeritus Status via a certificate
- Need to outline Emeritus Status within the By-Laws and put in definitions on how it is granted

Changing By-Laws: 20 minutes

- Tabled until next meeting
- Need to evaluate Board of Director expectations and roles within the By-Laws

Meeting adjourned at 8:15pm

Next meeting, June 2, 2021

Respectfully submitted,

Evan Sweet