

# **Charlotte Senior Center Board**

## **Meeting Minutes for November 6, 2024**

**Attendance:** Ron Ulmer, Polly Price, Lori York, Lane Morrison, Bill Pence, Loretta McManus, Susan Hyde, Carl Herzog, Nate Bareham (part-time)

**Minutes** of Meeting of October 2, 2024 were approved as submitted.

### **Senior Center Coordinator or Manager:**

- Nate reported that the Selectboard will coordinate with the Senior Center Board and Director in preparing job descriptions for both temporary and permanent positions.
- It is likely that the Selectboard will appoint two of its members on November 18<sup>th</sup> to work with the Senior Center Board in fulfilling this position and regarding negotiations with the union.
- The newly formed union will have no role in preparing the job description.
- As a guide to working with a union, we may want to look at how other towns (e.g. Shelburne) have formalized the working relationship.
- Nate will prepare an outline of a formal agreement defining the relationship between the Senior Center Board and the Selectboard.
- The final job description will not be issued until after initial union negotiations with the Selectboard. The town attorney will do most of that work, with Kelly Devine and Lewis Mudge representing the Selectboard.
- Because it will be months before this position can be permanently filled, it was emphasized to Nate that we need to have a job description for a temporary position in place and the temporary role filled as soon as possible.
- The Senior Center Board will work on the job description, with a suggested 19 hours per week at \$21.00 per hour rate.

### **Old Business:**

- The new computer is in place at “Ron’s Desk” in the foyer.
- Waitsfield Telecom will not be able to hook us up to their fiber-optic cable until sometime next year. In the mean time we will continue using Comcast for internet service on a monthly billing basis.
- The total cost of repairs necessitated by the failure of the water pressure tank was \$22,162. \$14,687 was paid by insurance, and the remainder was charged against Maintenance in the Senior Center town budget.
- Covid test kits are being taken up at a very high rate. Some will be held back in reserve.

**Director's Report:**

- See separate Report

**Financial:**

- IRS Form 990 for non-profit organizations has been filed for the 2023 tax year.
- Our regular bank account has \$16,549 in it, with \$11,758 spent to date.
- The meals account is \$3,1275, \$3,092 spent to date.

**Fund Raising:**

- 123 people have contributed to date, and \$10,480 has been deposited in our bank account. 60 appeal letters have been returned due to bad addresses.
- Susan will print address labels and purchase stamps. Board members will meet on Friday November 15<sup>th</sup> at 1:00 PM to write thank you notes to contributors. Susan will write the notes to contributors of \$150 or more.

**Gift Cards for Volunteers:**

- There are 110 people on the list to receive gift cards from the Old Brick.
- Cards and thank you notes will be sent out the first two weeks of December.

**Annual Meeting:**

- The Annual Meeting will be at 1:00 PM on Wednesday, November 13.
- In addition to a financial report, the meeting will discuss the pressure tank flood, oil tank replacement, new computer, audio-visual equipment, the new bike rack and the new crosswalk, as well as any other improvements made during the past year.

**Next Board Meeting: December 4, 2024, at 1:00 PM**

Respectively submitted by **Carl Herzog**

