

**CITY OF PORT WASHINGTON
COMMISSION ON AGING MINUTES
Monday, February 9, 2009**

Present: JoAnn Stade, Suzanne Bruner, Sally Schirk-Ehrlich, Alderman Paul Neumyer, Edie Webb, and Catherine Kiener, Director. Excused: Mike Kraus and Harold Matthews

Suzanne Bruner called the meeting to order at 7:05 PM.

1. Ms. Stade moved to approve the January 12, 2009 minutes. Mrs. Webb seconded the motion. Motion carried.

2. Approval of remaining 2008 bills tabled until March.

3. Ms. Stade moved to accept the January Summary. Mrs. Webb seconded the motion. Mrs. Kiener mentioned that at the bottom of the summary, Port Washington State Bank CD until 9/09 for \$10,000.00 needed to be added. Ms. Stade asked what the Certificate of Deposit rate was and the Director stated around 3% and the actual will be put in the minutes (2.72%). Mrs. Webb asked if Park and Recreation was charging for Strong woman program and Mrs. Kiener stated the Mr. Imig inquired if we needed any morning space, that there was some available at park and recreation and that due to space constraints at the Center for the program, it is at park and recreation. In the past, if the program generated funds, a donation was made to the host site.

4. Unfinished Business

A. Review and Approve Senior Center Financial Summaries

Mrs. Webb moved to accept the October summary. Mrs. Schirk-Ehrlich seconded the motion. Discussion occurred on the error reported in October of the deposit error. Ms. Stade suggested using one account for check writing and perhaps in September changing CD to Harris and regular checking account to Port Washington State Bank. Ms. Stade asked about the withdrawal and how frequently that transaction occurs. Mrs. Kiener stated about once a year depending on trips and events. Motion carried.

Ms. Stade moved to accept the November Financial summary with the inclusion of a statement dissatisfied with Harris Bank handling of the overdraft relationship. Mrs. Schirk-Ehrlich seconded the motion. The Harris staff was helpful in refunding charges that occurred with one exception. The charges noted in November did not have any accompanying notice from the bank. Mrs. Kiener stated that the staff was very cooperative at the Port Harris Branch in reversing the fees. There have been no problems with the account since. Motion carried.

B. Annual Report was presented for review. Mrs. Kiener highlighted the increase in office volunteers, volunteer office hours, the use of the center was an increase by almost 200 visits, and the yearly daily average was up 5 people per day. Mrs. Webb moved to accept the report. Alderman Neumyer seconded the motion. Discussion on the report included the other areas to review were the testimonials 2 were repeated comments

by several users. Ms. Stade suggested using initials from the individual quote. The Commission members stated the content of the report should be kept as it has been, approving the changes the Director made. Mrs. Kiener stated she needed to add volunteer training for 2 regular office volunteers that had to resign. Mrs. Schirk – Ehrlich questioned how many serve on the Board of Directors for the Center. There are elections in May so the outgoing members are included in the annual report. In reviewing the membership numbers Mrs. Webb asked about the current year. Mrs. Kiener stated that her role with a regular volunteer is to go through them in early February, to be done on Feb. 11 so she will know in March. Motion carried.

5. New Business

Mrs. Kiener shared the letter from J&H on the estimated cost to replace the boiler at \$12,500. Mrs. Webb asked the brand which was not stated as this is for information only for Capital budget development.

6. Director's Report

A. Senior Center Board Items: there is no Paczki sale this year, the Board is encouraging members to order from local bakeries who supplied the center.

B. Feb/March Events & Trips

1. The Mystery trip is Feb. 26 filled due to partnership with Grafton. The Fantastic's at the Fireside has seats open.

2. Lakeside tea is 50 years since the 50's and Feb. Holiday. Suggestion to include the 200th Birthday of Abe Lincoln.

3. New wellness class is Tai Chi. The introduction today had 8 people. The class will have at least 8 students, most newer members and at least 2 non-members.

C. Comments

1. The Site Selection Committee will have agendas posted.

2. The Friends of the Center will be sponsoring monthly birthday party dessert. February it begins on the 4th Friday.

3. Staff update- the Assistant has been here one year. There are still some performance areas of concern the Director is working to correct.

Alderman Neumyer stated the Director will probably not see an increase in pay.

7. Meeting adjourned at 8:20 PM. Next meeting March 9th.