

**CITY OF PORT WASHINGTON  
COMMISSION ON AGING MINUTES**

**Monday, Aug. 12, 2013**

Present: Suzanne Bruner, David Owens, Steve Broyles, Alderman Bill Driscoll, Edie Webb, Beth Smyth and Catherine Kiener, Director.

Meeting was called to order at 6:05 PM

1. Motion by Alderman Driscoll to approve the minutes and seconded by Mrs. Webb. Motion carried.

2. The Financial summary July '13 was reviewed. The motion by Mrs. Bruner is to approve the July summary as presented. Motion seconded by Mr. Broyles. No Questions. Motion Carried.

The city quarterly bills were reviewed with Discussion on the Water Bill, Assistant hours, Maintenance hours, Steve O. to fill in at the library, and the telephone. Mr. Driscoll spoke to Mark Grams and the phone Contract will be renegotiated. Hold until budget time- will re-visit. Building Maintenance: Elevator Cost- looking into what specifics of the charges were, put money in budget for next year.

Mr. Broyles moved to approve all financial expenditures in the city accounts, seconded by Mrs. Webb. Motion carried.

3. Unfinished business:

A. There was continuing brainstorming by representatives of Commission on Aging. Possible study of Pros & Cons? Question for Director and how she views the new location. She comments, "It's mixed by members in what is liked of the building. Programs needing the space to grow, did do that, Membership has grown some. Loss of members from the move has been a very small percentage." Last strategic plan committee was opened to members and the plans were met so a new strategic plan committee needs forming to plan for next 5 years. The lease which ends technically in 2014 also will need a review. Any Commission on Aging members interested in being on Ad-Hoc? Yes from Mrs. Webb. The Mayor was in favor of establishing a new group and he was to speak to the City Administrator, Mr. Grams.

B. Building Rental- Baby Shower serving alcohol came up, no Liqueur license would be needed. Our Lease states "no sub-leasing". This must be brought to the Schueller's attention and they may allow freedom to rent building. Will re-visit idea of building rental after speaking with the building owner.

4. New Business:

A. Elected Officials report: Alderman Driscoll states nothing to report that affects us.

B. The Director discussed 2014 budget- gave copies of projected figures for 2013, reviewed for upcoming year, will have revenue listed next month. Change in Dental may be \$300 less. Water expense may possibly drop for 2014 budget. The building owners hired Landscape Company to make improvements in the plantings since there had not been recent work done to maintain the beds. Already renewed Elevator maintenance contract as the same. Capitol Expenses- The need for an ad-hoc committee to review the Center 3-5 year plan with professional assistance for complete survey data to guide decisions was discussed. Mrs. Brunner moved to recommend the Director discuss with the Mayor an ad-hoc planning committee. Mrs. Schirk-Ehrlich seconded the motion. Discussion was on the membership make up to include Commission, Board of Directors, members and community representation. Motion carried.

5. Director's Report

A. Center is trying to form a committee early on for Bake Sale in November.

B. Upcoming events

1. Ice Cream Social Aug 29th, Sponsors & Donations from Columbia St. Mary's, BMO Harris, Friends of the Senior Center, Port-Saukville Rotary Club; with event to be in Rotary Park.

2. Lakeside Tea- Aug- Herb Tea, Sept- Bavarian Tea, Oct- Victorian Tea will be featured in Tea Time magazine!

3. Trips- 8/13 meeting with other Centers to review/schedule 2014 Trips.

4. September is Senior Center Month- Catherine will be speaking at a Council Meeting. Our Center will have special Speaker(s) & Lottery Lunches as part of the celebration.

C. Directors Comments: Carol Boehle stepping down from Mon & Wed classes. Director is speaking to other instructors to fill in. Aqua Exercise class is frustrated; pool has been closed for leak/heater issues.

1. Rose has finished 6 months as Assistant, working on her performance review. She is doing well.

Next meeting Sept. 9th

6. Adjourned 6:55pm

Respectfully submitted, Beth Smyth, Secretary