

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

**Monday, December 8, 2014**

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

Meeting was called to order at 6:00 PM

1. A. Approval of November minutes. Motion to approve by Mrs. Webb and seconded by Mrs. Schirk-Ehrlich. Motion carried.
  
2. The Financial summary for November was reviewed. The motion to approve summary made by Mrs. Webb seconded by Mr. Broyles. Motion Carried.
  
3. Unfinished business: None
  
4. New Business:
  - A. Ad-Hoc Update: Request for Proposals along with additional changes was reviewed. No cost was put in Proposal letter, We will review what price companies report back with. Commission must approve this Request for Finance Committee to check on funds. This Request is not only looking for Arcitect but also to guide the direction of the Senior Center in upcoming future. Motion made to approve revised draft of Proposal by Mrs. Schirk-Ehrlich and seconded by Mrs. Brunner. All in favor.
  - B. Building Use Agreement- Annual Approval needed. Changes made this year, must submit invoice and provide fire inspection sheet. Motion to move into Building Use Agreement made by Mr. Broyles and seconded by Mrs. Schirk-Ehrlich.
  - C. None
  
5. Director's Report
  - A. Advocacy Plan
  - B. Upcoming Events:
    1. Special Events:
      - a. Christmas Luncheon 112 registered
      - b. Historical Christmas Tea on December 17<sup>th</sup>
    2. Enrichment Classes: More to be promoted in upcoming year
    3. Craft and Bake sale: Currently going well
    4. Travel Shows will be promoted in January
  
6. Adjournment at 6:42 PM                      Next meeting January 12, 2015