

**DeForest Area Joint Community Center Commission  
DeForest Area Community and Senior Center  
505 N. Main Street, DeForest, WI 53532**

**Regular Commission Meeting Minutes  
November 14, 2017  
4:00 p.m.**

1. Call to Order

The meeting was called to order by President Jason Kramar.

2. Roll Call

Present:

President Jason Kramar

Vice President Bruce Stravinski

Secretary Lonnie Breggeman

Commissioners: Marian Drake; Jane Henze; Jim Johnston; Myra Josephson; Robert Pulvermacher

Absent:

Treasurer Connie Tenjum

Also present:

Executive Director Barb Cooper

Note Taker Mary Jorgensen

3. Pledge of Allegiance

The Pledge of Allegiance was led by President Jason Kramar

4. Appearances before the Commission

A photograph was taken of the DeForest Area Foundation presenting a check to Half Century Club board members. We thank the Foundation for their generosity.

5. Consent Agenda

- a. Approval of the October 10, 2017 Meeting Minutes.
- b. Approval of the amended August 16, 2017 Minutes.
- c. Bills/Invoices

Vice President Bruce Stravinski moved to approve the October 10, 2017 minutes and the bills/invoices as presented. Commissioner Myra Josephson seconded the motion and the motion passed unanimously with Secretary Lonnie Breggeman abstaining.

Commissioner Jim Johnston made a motion to approve the amended August 16, 2017 minutes. Commissioner Marian Drake seconded the motion. The motion was approved.

## 6. Financial

### a. Financial Reports

The Commission reviewed the balance sheet report and budget comparison details for October 2017.

### b. Fund Transfers

Executive Director Barb Cooper explained the fund transfer approved at the October meeting was not needed for the phone system expenses.

### c. Budget Amendments

None

Secretary Lonnie Breggeman moved to approve the Financial Reports as presented and to rescind the fund transfer from the October 2017 meeting. Commissioner Jim Johnson seconded the motion and the motion passed unanimously.

## 7. Old Business

### a. Building Repairs

Quote to re-surface/repair the parking lot is in packets and will be honored in 2018. The Commission will revisit in January or February 2018.

GEC provided a quote for ceiling tiles that are insulated and would cost extra to remove backing. Other options include a plastic vented tile and an inquiry to ABC as an alternate supplier. There has been no update on a roofing company to install roof vents.

### b. Phone/Internet Upgrade

The phone system installation was October 4. There have been issues with the system that have been addressed by the vendors. The server problems appear to have been resolved and several credits were issued to compensate.

### c. Name Change Request

The Commission reviewed and discussed a letter from Village President Bob Wipperfurth requesting that the Center's name should be changed to DeForest Windsor Area Community and Senior Center. Vice President Bruce Stravinski started the discussion stating that the Village of Windsor believes as a financial contributor it should be included in the corporate name. Concerns included whether this an appropriate time for a name change, the expenses that would be incurred and the trend among senior centers for creative names to attract new retirees should be considered.

Commissioner Marian Drake made a motion to continue its name as the DeForest Area Community and Senior Center. Commissioner Jim Johnston seconded the motion and the motion passed (6-2).

d. Logo

The Commission reviewed and discussed draft logo designs. Commissioner Jane Henze stated that we are starting a new era and a fresh, new look is appropriate, given that an update has not been done for approximately ten years. It was agreed that modifications will be made to two of the designs, and presented for consideration at the December meeting.

8. New Business

a. Newsletter

The Commission reviewed and discussed a proposal from LPI for printing the monthly Scoop newsletter. The contract with LPI is for printing, folding and stapling of a 20-page, full-color newsletter at no cost. LPI assumes the advertising sales and retains the ad revenue, which will be offset by cost savings. Commissioner Jim Johnston moved to approve the contract with LPI Company. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

b. Ex-Officio Officer

The Commission discussed the naming of the Executive Director of the DeForest Area Community and Senior Center as an Ex-Officio officer. President Jason Kramar moved to name any person employed as Executive Director as Ex-Officio Officer of the Commission. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously.

c. Vacation Carryover

The Commission reviewed and discussed two requests for staff members to carry over 2017 vacation hours. Secretary Lonnie Breggeman moved to approve the requested carry over of 2017 vacation hours into 2018 to be used within the first two months of 2018. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

9. Reports

a. President's Report

None.

b. Executive Director's Report

- Building updates:
  - Renewal of Ahern contract for Fire Suppression Inspection will cost \$371.
  - The pest management service gave a positive report for the fifth consecutive month.
  - There was an alarm on November 5-6 related to an issue with phone lines.
- Program updates:
  - Senior Employment Program was discontinued on October 16.
  - Nutrition program will receive \$500 for disposables used for home delivered meals and \$1,000 for My Meal, My Way from Dane County for 2017.
  - Case Managers have scheduled Comprehensive Medical Reviews on December 14.

- Winterfest will be held on December 2 including visits with Santa, rolls and coffee followed by Bingo and Dr. Jeffrey Hollander's concert and reception.
- Upcoming events include Jessica Michna performance on November 28, Thanksgiving meal on November 16 and Dionne Kelm, children's book author on December 12.
- Special van trips to Palace Cinemas on November 14 and Holiday Fantasy Lights on December 7 (funded by Dane County).
- Volunteer program recruited 116 volunteers who provide 8,554 hours year to date.
- Funding:
  - 2018 Dane County contract and United Way SECC application were received and are due by November 20 and December 1 respectively.
  - The Center is beneficiary of 10% of sales at Papa Murphy's on Wednesdays in November.
- Center's annual survey was included in the November Scoop and is available at the Center. Responses will be tabulated and shared at a future meeting.
- The Center's website will be further developed for Board information. The 2018 Planning Calendars and Board Orientation materials will be posted soon.
- Planning is underway for a staff holiday lunch.
- Meetings – Focal Point on October 12, October 18 with new Chamber Executive Director, Caryn Reinthaler and Elderly Services Network on October 26 (Family Care presentation).
- Barb Cooper will be out of office November 22.

c. Committee Reports

i. Executive Committee

None

10. Communication

a. Municipalities

Vienna - Hired a new patrolman, Bill Newman

Windsor - Proposing to move the Windsor campus to the downtown area

DeForest – Main Street is open and complete. Fireman's Park is coming along. Cement slab has been poured for shelter.

11. Any Other Business That Lawfully Comes Before the Commission

The Commission reviewed and discussed the 2018 Dane County Contract. Secretary Lonnie Breggeman moved to approve the 2018 Dane County Contract. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, December 12, 2017 at 4:00 p.m.

13. Adjournment

Secretary Lonnie Breggeman moved to adjourn the meeting. Vice President Bruce Stravinski seconded the motion and the motion passed unanimously.