

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

**Regular Commission Meeting Minutes
January 9, 2018
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

Treasurer Connie Tenjum

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

Absent:

Secretary Lonnie Breggeman

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

The Pledge of Allegiance was led by Vice President Bruce Stravinski

4. Appearances before the Commission

None

5. Consent Agenda

a. Approval of the December 12, 2017 Meeting Minutes

b. Bills/Invoices

Vice President Bruce Stravinski moved to approve the December 12, 2017 meeting minutes and bills/invoices as presented. Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

6. Financial

a. Financial Reports

The Commission reviewed the financial reports. Commissioner Robert Pulvermacher moved to approve the Financial Reports as presented. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

b. Fund Transfers

None

c. Budget Amendments

The Commission reviewed and discussed the proposed 2017 Budget Amendments. Treasurer Connie Tenjum moved to approve the proposed Budget Amendments as presented. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

7. Old Business

a. Building Repairs

The ceiling tiles arrived. It was determined that the backing does not need to be removed. Staff will proceed to install over the next month.

b. Logo

Executive Director Barb shared the feedback received from Commissioners on the logo designs. Treasurer Connie Tenjum moved to approve the #3 logo and Commissioner Myra Josephson seconded the motion and the motion passed one opposed.

c. Request for Municipality Report

The Commission reviewed the 2016-17 Participant Report provided in packets. The report showed participation by municipality for the various services and activities offered by the Center. It is not a standard report from MySenior, requiring it to be compiled manually. The data reported is not likely to change drastically over the short term.

Commissioner Jane Henze moved to release the report to the municipalities and Treasurer Connie Tenjum seconded the motion and the motion passed unanimously.

8. New Business

None

9. Reports

a. President's Report

President Jason Kramar requested that individual staff interviews be conducted annually in April or May to maintain open communication with the staff of the Center.

b. Executive Director's Report

- Building updates:
 - Attic/Roof repairs – ceiling tiles have been delivered and a team of staff and volunteers will work to install tiles.
- Program updates:
 - Natalie Raemisch assumed the role of Senior Services Supervisor on January 1, and will oversee the Case Management and Nutrition programs.
 - In order to comply with Dane County contract, encryption capability was added to Outlook and will cost \$284 per year.
 - My Meal My Way continues to draw a variety of people from several municipalities and averages 35 to 40 participants a week. There will be a new menu in January. We are seeing more people come in weekly or monthly as groups. We have also been doing outreach at the restaurant to increase participation in various activities at the Center.
 - Save the date for Volunteer Appreciation event on April 20.
 - 250 people attended the Ultimate Leap Gift of Dance recital on December 26.
 - Upcoming events: Author Beverly Davis, author of the Great Gray Children's Book Series on January 16 and LINK-ages Breakfast on January 20.
- Funding:
 - Donations received in December total \$2,678. Received \$575.73 from Papa Murphy's for its November fundraising promotion. In 2018, the Center will again be the November beneficiary.
- DeForest Area Community and Senior Center annual survey concluded December 31 and results were tabulated and included in the packet.
- Barb Cooper will be out of office January 19-26.

c. Committee Reports

None

10. Communication

a. Municipalities

Vienna – None

Windsor – Windsor Tourism gave \$5,000 to the Sports Complex in Conservancy Place.

DeForest – There have booms in the area due to the construction of the Farm and Fleet. The Fireman's Park structure is well underway. Progress is being made for the Active Sports Complex, at the Southwest corner of Conservancy Place. Vienna and Windsor have made donations to the project.

11. Any Other Business That Lawfully Comes Before the Commission

None

12. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, February 13, 2018 at 4:00 p.m.

13. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.