

# **SANDPOINT AREA SENIORS, Inc.**

**820 Main Street  
Sandpoint, ID 83864  
(208) 263-6860**

## **BOARD OF DIRECTORS MEETING**

**Friday,  
July 19, 2024 – 10:30 a.m.**

The July 19, 2024 Board of Directors business meeting was called to order at 10:32 a.m. by President Nikki Klein. Also present: Loris Michael, Kellie Dryden, Sue Poppino, Weslie Kary, Judy McComish, Jane Evans, and Adele Martin. The quorum rule was met with eight (8) of eight (8) board members present. Also in attendance were Nancy Savage and Vicky Johnson.

Jane Evans was sworn into office as a Sandpoint Area Seniors, Inc (SASi) Board of Director. She read and signed her Oath of Office together with the Code of Conduct and was given her binder. Adele Martin will transmit the signed copies to Jane's email. Jane has assumed Matthew Phillips term of office that expires in 2026.

### **CHANGES TO AGENDA:**

1. A discussion regarding our logo – Adele Martin
2. Site Manager and Development Director's reports were removed from the consent agenda
3. Volunteer Committee Report was added to the consent agenda
4. Cooling Center policy – Judy McComish
5. Participant tracking – Weslie Kary
6. Advocacy Committee discussion – Weslie Kary
7. Committee plans – Weslie Kary
8. Report/discussion re: Sandpoint Pride – Weslie Kary
9. Old business, 7A removed from agenda

### **CONSENT AGENDA:**

- a. 6/21/24 meeting minutes
- b. Site Manager's report - REMOVED
- c. Development Director's report - REMOVED
- d. Grant report
- e. Fundraising plan – Weslie Kary
- f. Fundraising minutes – Nikki Klein
- g. Volunteer Committee report

Loris Michael made a **motion** to accept the revised consent agenda and Sue Poppino offered the 2<sup>nd</sup>. It passed unanimously by the Board.

### **TREASURER'S REPORT:**

Kellie Dryden reported our income for June at \$47,908.75, expenses were \$44,142.79 with a net income of \$3,765.96. Our combined checking and savings account total, excluding CD's, is \$273,919.37. In addition, Kellie offered the following information:

1. Expenses were up a bit
2. More in repairs this month
3. Mom's meals removed from expenses after July, then see what the big picture looks like.

Jane Evans suggested when writing grants to specifically include our service areas by name. i.e. Sandpoint, Sagle, Ponderay, and Kootenai. She noted, from experience, it can make a difference between getting a grant and being denied.

Weslie Kary made a **motion** to accept the Treasurer's report as presented. It was seconded by Adele Martin and approved unanimously by the Board.

### **COMMITTEE REPORTS:**

Donor Development – no written report submitted

Executive Committee – no written report submitted however Nikki did discuss one of the items addressed by the Executive Committee, specifically the status of the Site Manager's position

Finance Committee – See Treasurer's report

Fundraising Committee – in consent agenda

Volunteer Committee – Moved to consent agenda

### **NEW BUSINESS:**

- a. Statement from the Board President – Nikki Klein advised the Board that Matt Thompson is no longer the Site Manager for SASi effective July 18<sup>th</sup>, 2024. This decision was reached with the guidance of a local, pro bono attorney. At 8 am on Monday Nikki Klein and Adele Martin will meet with the staff to discuss a temporary plan and for official notification. Jane Evans volunteered to join Nikki and Adele.  
  
Nikki also announced that she is facing a serious health issue and will be taking a three (3) month leave of absence beginning in August. Loris Michael, the Vice-President, will take over. Direct all Board business to Loris. Nikki is still planning to instruct the Fit and Fall Proof classes and volunteer at the wine tasting event in August.
- b. Define 2024 \$50,000 budget Campaign line item – Nancy Savage is putting non-earmarked grants and donations into this account. Things like the holiday letter, Giving Tuesday, etc. could be added to this budget line item.
- c. Reenergize/reorganize \$5 month club – Nikki Klein/Judy McComish/Adele Martin. It was suggested that we tap into current participants, use the website, our donor software (Little Green Light), and add a button on our website under the donate button that creates tiers for donation opportunities such as: donate, donate with a pledge (\$5, \$10, \$20, etc.) and use a QR code. This should appear on the front page. Jane Evans has offered to liaison with David Webster (IT) and Nikki will advise David that Jane is point person for the website. Nikki Klein and Lisa Bond will address the Facebook page.
- d. Cooling Center Policy – Judy McComish. Judy was asked to develop a cooling center policy. That draft was tweaked by members of the Board and the final draft was approved

with a **motion** from Adele Martin to accept the policy as presented with the time changes noted. It was seconded by Loris Michael and passed unanimously by the Board. This weekend our temps will fall within the new policy guidelines. It was determined to open SASi from 1-6 pm with various board members taking 2 hour shifts at the center. The policy as approved says:

*POLICY FOR OPENING AS COOLING CENTER*

*Sandpoint Area Seniors, Inc. (SASi) will be open to the public as a Cooling Center when temperatures are predicted to reach dangerously high levels, as described below:*

*SASi will be open when the temperature is predicted by the National Weather Service to be **94 degrees or higher** for **at least two consecutive days**.*

*The hours of operation will be:*

*8 AM – 6 PM, Monday – Friday,*

*1 PM – 6 PM, Saturday – Sunday.*

*Volunteers will be operating the Center during our non-business hours. If no volunteers are available, the Center will not be open. Members of the public are welcome to come to the Center and sit in public areas. They may engage in scheduled activities as room and availability permit. To participate, all rules of Sandpoint Area Seniors, Inc., must be observed, including courteous behavior toward staff, volunteers, and other guests.*

Since she is already there for Fit and Fall Proof classes, Nikki Klein offered to man each Monday and Thursday, as applicable, from 3-6 pm.

- e. Logo change to permanent documents – Adele Martin noted the old logo appears on the Standard Operating Guidelines, Bylaws, Employee Manual and numerous other documents. After a discussion it was decided not to make any changes to the documents at this time because the logo would be revised soon. Currently the logo says, “Celebrating 50 years”. After our 50<sup>th</sup> anniversary year has concluded we want to change that piece of the logo. Suggestions include:
  1. Eat, Play, Learn
  2. Living Life (this wording appears on our signage)
- f. Participant tracking – Weslie Kary. Need age, gender, ethnicity etc. information for grants. She needs all SASi activity leads to coordinate and administer a sign-in sheet to be created by Weslie.
- g. Advocacy Committee – Weslie Kary. Weslie suggested creating this committee that would report to the Executive Committee. The vision is for this, as presented by Jane Evans, would include writing a letter to the Legislature addressing the budget deficit. Jane is willing to write the letter.
- h. Sandpoint Pride report – Weslie Kary. Concerns about social isolation in the senior LGBTQ community was voiced. There was a suggestion to partner with the Human Rights Task Force. Another idea is, we host a summit that might address LGBTQ needs in Sandpoint, our rural areas, and safe space training.

**OLD BUSINESS:**

- a. Lease status – Nikki Klein. Nickki met with Cheryl of the City of Sandpoint. The City will open lease discussions with us in October. Jane Evans mentioned she was a commercial broker and could assist with any negotiations.
- b. Changes to the Employee Handbook – Adele Martin. Per previous discussions the following changes are being recommended:
  1. II.F.1 – Change all titles to Executive Director/Site Manager, add language to provide a deadline for action on all PTO requests (specifically 2 business days), and a requirement that the action needs to be in writing.
  2. III.A.3.Step 1 – Add reference for corrective action/discipline/steps to this section. A **motion** to accept the changes as presented was made by Adele Martin and seconded by Loris Michael. It passed unanimously by the Board. Adele will integrate these changes into the Employee Handbook and distribute to everyone.
- c. Review PTO additions – Weslie Kary. This item was removed.
- d. Add language to give date by which all PTO written requests must receive a response was addressed in b.1 above.
- e. Strategic Plan update/approval – Weslie Kary. The **motion** to approve the plan as presented was made by Loris Michael with a second from Adele Martin. The motion passed unanimously by the Board.
- f. Pool table: strategies were discussed. Mentioned were activities to sell pizza with a free drink rather than sell drinks separately, adding more pool dates, a signup sheet, \$5 suggested donation per hour per person, participation limited to 50 years of age or older but younger can play with a qualifying participant. The money collected is then portioned equally between the winner and SASi (50/50). Currently pool is 8:30 am – 10:30 am on Thursdays.
- g. Ballroom dance – Weslie Kary. Weslie reported an attendance of 5-6 couples, some singles, and the dances are taught by Lindsay and her father.
- h. Committee plans – Weslie Kary reminded all committees to get those plans written for 2024 and be looking ahead to complete the 2025 plans by the end of the year.

Announcements and additional items from the floor –

1. Adele Martin suggested setting deadlines for all reports, both staff and committee, to the same time frame we use to create the agenda. All agreed that would be very helpful going forward.
2. Sue Poppino reported participants requested the results be posted in the next newsletter.

The survey results:

Likes:

- Food – 64
- Comradery – 54
- Staff – 46
- Games – 9
- Classes – 5
- Music – 3
- Activities – 4
- Others – clean environment, chair massage, the mission, medical equipment, lounge area.

Dislikes:

- Close too early – 3
- Not enough activities – 3
- Management – 3
- Food – 3
- Food portions too large – 3
- Noise – 2
- Drama – 2
- Others: No vegan food, dance lessons, no one to play pool with

3. Nancy Savage reported that Julia Kearn is working with Marie Reynolds to take over the old One Site for Seniors adult daycare. *She has until September 30, 2024.* Julia owns three (3) chairs currently in the building and we have agreed to store them temporarily. We are housing them until the end of September when Julia will either take over the Daybreak center or the building will return to SASi for permanent usage. In the meantime, a suggestion to move some furniture around and set up Chair Yoga in that space was coordinated between Lisa and the Yoga instructor. Our cleaner will take over cleaning tasks at that site now that One Site for Seniors has vacated. Additionally, there are “service people” that are coming to spruce up the yard on 7/28.
4. Loris Michael announced she is planning to send out the holiday letter in early November, before Thanksgiving.
5. Giving Tuesday is 12/3/24. Jane Evans suggested advertising “food shortage” in SASi advertising two weeks ahead of the 12/3 event. She also recommends setting a target amount.

Judy McComish made a **motion** to move into executive session to discuss a personnel issue. It was seconded by Adele Martin and passed unanimously by the Board.

The Board exited the executive session with a **motion** from Adele Martin and a second by Loris Michael. The motion was unanimously approved.

There being no further business before the Board, Loris Michael **motioned** to adjourn the meeting and Adele Martin offered the 2nd. The motion passed unanimously.

The next regularly scheduled Board of Director’s meeting will be August 16, 2024, at 10:30 am.

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Adele Martin, Secretary