

COA Meeting Minutes Nov. 14th, 2022

Social Room

Manitowoc Senior Center

Present: A. Brixius (Chair), D. Bonk (Co- Chair), J. Hudon, J. Kramer, R. Malzahn, R. VonDrachek, C. Hall (Staff)

Absent: W. Hutterer(ADRC), M Schultz, D. Kickland

1. Call meeting to order 1:31pm by A. Brixius
2. Discussion and possible approval of minutes of previous meeting (July 2022)
 - (a) Motion- R. VonDrachek
 - (b) Second: J. Kramer
 - (c) All Approved
3. Chair Person's Report
 - (a) A. Brixius explained that M. Schultz is excused from the meeting as she is in N.C. tending to family matters.
 - (b) A. Brixius explained that D. Kickland will be resigning her position in the C.O.A.
 - i. A. Brixius read the text that D. Kickland sent on Nov. 7th
 1. D. Kickland mentioned it was nothing personal
 2. D. Kickland explained it was conflicting with Silver Memories and it was time to move on.
 - (c) A. Brixius recommended appointing Lyn Kalista for the open position and that he would be reaching out to the Mayors office and City Clerks office to notify them of the resignation and make the recommendation.
4. Aging & Disability and Resource Center Report
 - (a) Cindy Richards, Nutrition Coordinator, Last Day November 12th, Position Still open
 - (b) We also have an opening for Outreach and Marketing Coordinator. We are currently interviewing.
 - (c) We have limited appointments available for Open Enrollment
 - (d) We need volunteers for our meal sites both delivery and meal site coverage
 - (e) We are completely moved into our new location in the same building in Kewaunee
 - (f) Our Sip and Swipe Program is being well attended (Future Dates Coming) call our office for more information
 - i. The ADRC of the Lakeshore is offering a "Sip & Swipe" program which offers an easy, free and safe way to learn to use a tablet (or smartphone). It is designed for those who have never touched a tablet before, or have minimal experience! Sip & Swipe offers the basics of using tablets, searching the internet, getting an email account and more! Increase your confidence as you learn at your own pace, with support from your coach. You may bring your own tablet/smartphone or may use one provided by our agency for use during the class.
 - (g) Lakeshore Memory Cafes: Manitowoc- First Tuesday of the Month at 10:00 a.m. Manitowoc Public Library. Call our office for more information
 - i. What is a memory café? A memory café is designed to provide an opportunity for those experiencing early stage dementia, mild memory loss, or cognitive impairment to engage in social and FUN activities with their loved ones. Dementia is often very isolating for both the person diagnosed and for their caregiver. Studies show that social interaction is beneficial for those suffering from dementia or any other type of memory impairment. A memory café seeks to provide that opportunity while also being a safe space for families affected by dementia. Our memory cafes are volunteer driven and all of our volunteers are required to undergo training to understand the signs of dementia and how to interact with those affected by it. Activities held at the memory café vary from games, crafts, fun guest speakers, and many more! There is no fee or cost to attend.

5. Sr. Center Staff Report
 - (a) Current Programs and Schedule updates
 - i. Holiday Fair
 1. C. Hall explained that the Holiday Fair was a success. The total revenue after vendor payouts and prior to paying final event related expenses was \$3,491.73
 2. Discussion ensued about event layout and options for expanding layout.
 - a. D. Bonk stated she prefer books and puzzles in the main room
 - b. J. Hudon stated she feels like it would make more sense to keep the main room available for vendors selling items.
 - c. R. Malzahn stated she would like to see us use more rooms and do more demonstrations for things like wood carving rather than put them in the main room.
 3. A. Brixius asked if there would be a wrap up meeting? Stating that he felt the food was too expensive and would like to discuss at the follow up meeting.
 - a. R. Malzahn provided a comparable meal at the Camp Tapawingo was \$5 for soup and sandwich.
 - ii. Upcoming Day Trips
 1. Fireside: White Christmas The Musical, November 16
 - a. C. Hall said that the trip was full with a waiting list and went well.
 - b. J. Kramer commented that she received a reminder two days prior to the trip and she really appreciated the call. She also stated is willing to volunteer to assist with reminder calls in the future.
 2. Not planning any trips for Dec. Or Jan.
 - a. Michelle and Tari are working on 2023 trips
 - iii. Fireside: White Christmas The Musical, November 16
 1. Almost full
 2. Volunteer will attend this trip with group
 - iv. Aging Boldly
 1. C. Hall: Tari is working with Felician Village on 2023 presentations
 - v. Fundraiser
 1. Health Fair: May 10. 2023
 2. Cashews sales are going really well, proceeds go to Senior Center fundraising account.
 3. Pop up bake sales
 - (b) Policy update
 - i. October 19th meeting with Curt (Curt had to leave early) Michelle and Debbie Bonk
 1. Reviewed some items outlined already so that Michelle can start getting all of the revisions into the Membership Manual
 2. Discussed changing the advertising to welcome all members.
 - a. Change was made in the November newsletter.
 3. Discussed date changes for November and December meetings.
 - a. Changes were noted in the November newsletter.
 - ii. Next meeting is November 30
 1. Programming Online
 2. Senior Center Entertainment Group Guidelines
 - (c) Questions, Comments and Concerns on Senior Center Report
6. Financial Report
7. Old Business
 - (a) C. Hall explained the HTR double payment that was in question (*re: Sept 12, Financial Report; Curt*)
 - i. R. VonDrachek questioned if it would make sense to move the HTR to virtual
 - ii. J. Hudon stated many people would not like the virtual option
 - iii. A. Brixius stated that many people want the newspaper and looks at it as a member perk.
 - iv. D. Bonk asked if there was a tiered option to HTR for certain days.

- (b) Tables (too large) and Chairs (no arms) in the Social Room (*re: July 11, 2022; Chair Person's Report*)
 - i. A. Brixius provided update on his meeting with card groups
 - 1. A. Brixius recommended staff source pricing for small tables, same size as coffee shop
 - 2. J. Hudon stated that repeat performance often has used chairs available
 - ii. Pricing and budget for new chairs
 - 1. A. Brixius recommends staff source pricing for chairs with arms
 - 2. R. Malzahn recommended contacting Christian Thrift store and Lakeside Foods for possible old furniture
- (c) COA holiday social (*re: Sept 12, 2022; New/Other Business; COA*)
 - i. Unofficial Potluck @ 12:30 on Jan 9th followed by Jan. COA meeting
 - ii. Staff to prepare a Badke notice as needed
- (d) New weaving looms (*re: Sept 12, 2022; New/Other Business; Ruth*)
 - i. Staff has info and will order at earliest convenience
- 8. New/Other Business
 - (a) Suggested meeting dates for 2023
 - i. Second Monday-every other month: January 9, March 13, May 8, July 10, September 11, November 13
 - 1. R. VonDrachek made a motion to approve meeting dates
 - 2. Second by R. Malzahn
 - (b) J. Hudon requested agenda item of "Handicap Access and Parking" to be added to next agenda
 - (c) R. Malzahn requested agenda item of "phones and/or emergency communication in each room" to be address.
 - i. Recommending removal of phones if they are not working
- 9. Adjourn – Next meeting Jan 9th, 2023 at 1:30 pm
 - (a) Adjourn at 2:45 pm
 - (b) Motioned by R. VonDrachek
 - (c) Second by J. Hudon
 - (d) Approved