



**SENIOR CITIZENS AFFAIRS FOUNDTION (SCAF)  
GENERAL BOARD MEETING MINUTES  
SENIOR CENTER DINING ROOM  
THURSDAY, MARCH 26, 2026**

**Board Members in Attendance:**

Bob Meyer, President/Treasurer; Pat Giordano, Vice President; Paula Dvorak, Secretary; Ray Dvorak, Sheri Earp, Lee Evans, Alice Felden

**I. GENERAL BUSINESS:**

Call to Order: 2:01 p.m.

Pledge of Allegiance

Opening Prayer: Pat Giordano

**II. REPORTS:**

1. General Meeting Minutes: Paula Dvorak

Motion was made by Bob to accept the General Meeting Minutes for March 26, 2026, 2<sup>nd</sup> by Lee, all in favor.

1. Thrift Store: Sonnie Hemphill; Liaison Pat Giordano

- Sales are going great. We are averaging \$1,200.00 to \$1,300.00/week, averaging \$5,000.00/week.
- Have a new employee by the name of Ray. Very soft-spoken, great guy, him and Codi work together wonderfully.
- Codi has managed to turn the yard into a whole new place. She has a lot of great ideas. Bob mentioned that in 90 days we want a review for her and we can assess any pay increase at that point. Pat received a compliment from a customer about how amazing Codi is. Bob advised Pat to write these things down for Codi's review.
- Raffle tickets are being sold for an Easter Basket
- Old County Inn had promised Pat proceeds of one of their events. Maybe their anniversary event in May might be a good day he dedicates a portion of the proceeds to the Senior Center.

2. Kitchen and Dining Room: Cody Freeman; Liaisons Ray Dvorak ad Paula Dvorak

- The heat lamp is wired up and ready to go.
- Will keep doing the fish fry to see how it goes, he feels it will get busier. If we do not do well the next few times, he would like to have fish fry once/month and maybe a BBQ (for more than \$15.00/plate). Ray mentioned it was discussed between Cody, Paula and himself to have the fish fry through May and calling people back to confirm their reservation. Hoping things pick up

when school is out. Fliers are being posted in various places in Pine as well as on Nextdoor.

- Cody would like to go to Printing by George to purchase a flag like the Thrift Store has which costs approximately \$300.00. Ray suggested having it say Dining Hall Special Event, something generic. Bob suggested an ad in the newspaper.
- Pat suggested theme nights, i.e. Italian, Mexican, etc.
- Cody will be sweeping/mopping dining room floors. Bob emphasized that when there are activities that they should be cleaning up after themselves.
- Paula will be setting up a volunteer meeting for the dining room/kitchen. Will copy Code of Conduct for them to read and sign it. Also has sheets set up to volunteers to sign in/out each day they volunteer to keep track of their hours. Going to update the volunteer list for the dining room/kitchen. Cody fears that having volunteers sign these required documents will scare them away. Bob stated it is a part of doing business and if they do not want to it is their right.

### 3. CERCA Report: Bob Meyer

- CERCA Pioneer Days event, on June 20, 2026, between 4:00 p.m. – 7:00 p.m. This is a benefit to raise funds for a new roof on the Cultural Hall and the Museum. Will be a good opportunity to bring in people who may not know what we are doing. Will need some Board members to be here during those hours. Paula can make fliers to hand out during lunch/activities. Bob committed to us selling tickets here at the Thrift Store, Museum and the schoolhouse. Tickets are \$20.00/person.
- Thrift Store Doors: Received approval for both doors. They are on order.
- The generator is complete. Waiting for final certification. There will be a separate meter on it. The gas company is donating the meter and the labor.

### 4. Treasurer Report: Bob Meyer

- Hopefully everyone has been able to look at the report. We averaged out with the 10% decrease Bob set for Cody at the beginning of the year and how he's running to that, especially on food and supplies. Going to finish the first quarter after this month. Next month Bob will do a quarterly review on where we were driving for our cost and revenue goals. Revenue goals we are doing really well, which helps on the other side of the ledger for our costs.

## 2. **New Business:**

- Square receipt machine in Dining Room: Machine is in and working on getting it set up. Once that is done, Bob will want to have a daily receipt on a daily basis. If transactions are put in correctly, it will show what we received for meals, donations, memberships, etc. and give us a total that day, which should equal what we brought in that day.
- Employee Evaluations: Bob wants to make sure everybody is aware that under their umbrellas should know when evaluation due dates are coming up.

Please look at it 30 days ahead and plan with your person who you are going to be doing it with. Pat along with Sonnie for the Thrift Store and Ray/Paula for Shannon (done on March 23). Cody's is due in June. Think ahead and put it on your calendar. Pat asked if when a 90-day evaluation is done do we give them a raise. Bob stated not necessarily. We have given raises in the past. We, as a Board, need to decide if we want to keep an employee that does an extraordinary job and if we want to give that person a raise.

- Online Sales: Pat is asking for assistance with placing items online. She would like to advance it and asked Bob for his son's help.
- Pat asked what we thought about selling raffle tickets for the Easter Basket at the fish fry. Everyone agreed to it.
- Board Member Holding Two Positions: Sherie noticed that after reading over the By-laws, there is nothing that states that a Board member can hold two positions and she feels it should. Paula will update the By-laws in Article Six, Section 6.1 as follows: A Board Officer may hold multiple positions.
- Lee volunteered to take over as Treasurer. Bob gave Lee information to look over and will provide him with a computer, safe, and checkbook. Will also need to go to the bank to add him to the accounts. Lee was given 30-days to decide if he wants to accept it.
- Alice brought up what is expected in the dress code regarding no sleeveless tops.

#### IV: **Old Business:**

- Status of Code of Conduct/Gossip Policy Signatures: Thrift Store is done. There are some in the Dining Room that should be done as well as the Sexual Harassment and Code of Conduct Policies. Paula has prepared a spreadsheet to keep track of those for both the Thrift Store and the Dining Room. She cannot locate on the computer the entire handbook that is given to the employees/volunteers. Alice has a copy that each page is in a page protector. Paula cannot handle taking all those pages out of those page protectors to get it copied. It will need to be re-typed. Ray asked how many of the Board members have signed the Gossip Policy; only one which is Alice. As of today, Paula has signed Gossip Policy Forms from all Board members.
- Status of Financial Assistance: Someone is needed who would advise somebody who needs money to determine if that person is eligible for it. Guide them in the right direction for the benefits they could get outside our agency. We have people on the Board that might want to do that. Will follow up with this next meeting.

- Action Items: Paula stated that Katheen had provided a list of Action Items. It was decided that Ray would look it over and then Paula could send out the open items to all.
- By-laws: Paula retyped the By-laws, sent it out to the Board. The question was do we need to go over it again to to approve the final changes made? Bob suggested sending it out to the Board with an estimated completion date. Sheri questioned the voting procedure and various Board members explained it to her. Ray questioned why Section 8.3 regarding financial audit is under this section when he feels it should fall under Section 7.4, item i. This was agreed on.
- Policy and Procedures: There are numerous copies out there that are outdated. What is saved on the computer is a zip (compressed) file. When opened, nothing is there. It will need to be retyped. Paula will work on that at home, save it to a thumb drive, and, once it has been gone over by the Board, she will make the changes and also save to the computer in the Dining Hall. She suggested updating these polices and provide one copy to each Supervisor. They are to keep it and have their new employee/volunteer read through it (verses giving a handbook them). The pages that need signed by the employee/volunteer will be provided to them by their Supervisor. This will eliminate a lot of unnecessary paperwork and will save money. Gossip Policy will be added to the Policy and Procedures right after Code of Conduct. There was more discussion on this subject and it was decided that a current copy will be provided to each Board member to go through to make their notes.

Meeting adjourned: 3:52 p.m.