

Cook County Council on Aging Board of Directors

Monthly Board Meeting Minutes

Monday, February 13, 2023

Jan Smith (Chair) called the meeting to order at 1:30 PM.

Present: Jan Smith (Chair); Gwen Lenz (Vice Chair) Audrey Stattelman (Secretary); Mary Charlier (Treasurer); Roger Linehan (Member at Large); Debra White (Cook County Board Liaison); and Chris Bautch (Programs and Services Manager) establishing a quorum.

Absent: Todd Smith (Member at Large) and Larry Dean (Member at Large).

Visitors: None.

Additions or Changes to the Agenda: Motion by Roger Linehan to approve the agenda as presented; second by Mary Charlier. Motion carried.

Public Comments: None.

Board of Directors minutes of January 9, 2023 and Board of Directors Working Session of January 23, 2023 presented. Motion to approve by Gwen Lenz; second by Mary Charlier. Motion carried.

First and Second Thrift Store

Received the revised Payout for the First and Second Thrift Store. Motion to approve payment of the revised Payout for the First and Second Thrift Store of \$95,000 to the designated non-profit organizations by Gwen Lenz; second by Mary Charlier. Motion carried. The Executive Board met with Ann Marie Mershon and Gerry Grant on February 8, 2023 to clarify the \$500/month administration fee required until receipt of the completed IRS 501c3 status is received.

The 2023 Payout list for the First and Second Thrift Store is on file in the Main office for public review.

Financial Report

The Cook County Council on Aging Financial report was presented. Motion to accept the CCCoA financial report with clarification of the utility fees by Roger Linehan; second by Mary Charlier. Motion carried. Motion to have Steve Fleace of Cook County Tax and Accounting prepare the 990 Form for the IRS by May 15, 2023 by Gwen Lenz; second by Mary Charlier. Motion carried.

All the financial reports are on file in the Main office for public review.

Donations and Grants

\$500 unspecified: American Legion Auxiliary

\$1000 unspecified: John Franz

\$300 in memory of Carl and Lucille Pettijohn unspecified: Ken Wielinski

\$500 unspecified: Geri Jensen

Programs and Services Manager Report

Chris Bautch presented her report for January 2023. Beccy Isabel has stepped down from volunteering in the kitchen. Patsy Smith will not be available to work in the kitchen beginning the end of May. Upper Lakes Food has offered to donate 2 cases of pancake mix, 2 cases of sausages, 3 cases of orange juice, and 2 cases of syrup for the CCCoA's upcoming pancake breakfast on February 25, 2023.

Committee Reports:

Food Committee: Suggestion to offer the same menu for Meals on Wheels/ Dining In at the Hub for 3 months in a row; however, vary the daily menu.

Marketing Committee: A "Love the Hub" pancake breakfast is planned for February 25, 2023. Motion for a suggested donation of \$8/person made by Roger Linehan; second by Audrey Stattelmann. Motion carried.

Safety Committee: Mary Charlier presented the Arrowhead Cooperative Operation Round-Up Final Report and requested the CCCoA Board members contact her if there are any corrections.

Grant Committee: The Empty Bowl grant is due on February 20, 2023. Todd Smith, Chris Bautch, Jan Smith, Gwen Lenz, and Mary Charlier attended a "Meet and Greet" session of grantors on February 6, 2023.

Policy Committee: Currently working on revising the Conflict of Interest policy. The Executive Board is currently working on revising the CCCoA Board of Directors Handbook.

All the Committee reports are on file in the Main office for public review.

Old Business

AEOA is aware of the increase to \$800/month rental lease; however, there are not any signatures on the lease yet, nor has there been any rental payment received.

Roger Linehan and Ann Sullivan are working on the Otto Bremer Grant Response which is due on May 19, 2023.

Motion to order 30 keys (do not duplicate) by Jan Smith; second by Mary Charlier. Motion carried.

New Business

"Love the Hub" Pancake Breakfast Fundraiser is scheduled for February 25, 2023. Details under the Programs and Services Manager Report. All CCCoA Board members available will assist and should arrive prior to 9 AM.

The Empty Bowl grant is due February 20, 2023. Jan Smith is preparing it.

Terms of CCCoA Board members were established so that the vacancies are staggered. Motion that the terms be Mary Charlier: November 2021 – December 2023; Larry Dean: February 2022 – December 2024; Gwen Lenz: June 2019 – December 2021 & January 2022 – December 2024; Roger Linehan: November 2022 – December 2023; Jan Smith: March 2022 – December 2024; Todd Smith: December 2022 – December 2024; and Audrey Stattelmann: March 2022 – December 2023 by Roger Linehan; second by Gwen Lenz. Motion carried.

Motion for the formation of a Building/Maintenance committee by Mary Charlier; second by Roger Linehan. Motion carried. The committee consists of Gwen Lenz, Todd Smith, and Chris Bautch. Jan Smith appointed Gwen Lenz as chair of the committee.

Hand-out for the Men's Sober Support Group prepared by Larry Dean was presented.

The 2019 version of Quick Books is currently be used for our accounting in-house. Discussion that an upgrade is needed. Motion to purchase a version at an appropriate level to work with the accountant not to exceed \$800 by Roger Linehan; second by Mary Charlier. Motion carried.

Chris Bautch stated she needs to take time off from March 6 through March 22, 2023. The Board acknowledged the requested time off. Audrey Stattelmann will email a sign-up sheet to Board members to sign up to volunteer from 9 AM – Noon on those days.

Board Member Comments: None

Chair Jan Smith adjourned the meeting at 3:38 PM.

The next meeting of the Cook County Council on Aging Board is scheduled for

March 13, 2023 at 1:30 PM.

Respectfully submitted:

Audrey C. Stattelmann, Cook Council on Aging Secretary