

Cook County Council on Aging Board of Directors

Monthly Board Meeting Minutes

Monday, December 12, 2022

Mary Charlier (Chair) called the meeting to order at 1:31 PM.

Present: Mary Charlier (Chair); Audrey Stattelmann (Secretary); Gwen Lenz (Treasurer); Jan Smith (Member at Large); Roger Linehan (Member at Large); Todd Smith (Member at Large); Ann Sullivan (Cook County Board Liaison); Chris Bautch (Programs and Services Manager); and Lois Johnson (First & Second Store Coordinator); establishing a quorum.

Absent: Larry Dean (Vice Chair).

Additions or Changes to the Agenda: None

Public Comments: None

Meeting was moved to a closed session at 1:37 PM. All non-board members were asked to step out for a moment. Executive Board members gave their recommendations to accept Todd Smith's application for Cook County Council on Aging Board based upon their interview with him on December 8, 2022. Motion to accept Todd Smith's membership to the Cook County Council on Aging by Audrey Stattelmann; second by Roger Linehan. Motion carried.

Meeting was reopened to a Public at 1:40 PM including Todd Smith as a new Board member.

Executive Board minutes of December 7, 2022 presented. Motion to approve by Jan Smith; second by Todd Smith. Motion carried.

Board of Directors minutes of November 13, 2022 presented. Motion to approve by Jan Smith; second by Todd Smith. Motion carried.

First and Second Thrift Store

Lois Johnson presented her report. She thanked the CCCoA for our support during this transition. An email dated December 5, 2022, was received from Tyson Smith, Attorney at Law, advising that there should not be any transfer of funds until their new organization receives a determination letter that the new entity has obtained IRS 501c3 non-profit status.

All the Coordinator's reports are on file in the Main office for public review.

Financial Report

The First and Second Thrift Store financial report was presented. Motion to accept the First and Second Thrift Store financial report by Roger Linehan; second by Jan Smith. Motion carried.

The Cook County Council on Aging Financial report was presented. Motion to contact Steve Fleace, Accountant, to remove the words "Emergency Reserve" from the CCCoA investment account at North Shore Federal Credit Union by Gwen Lenz; second by Roger Linehan. Motion carried. Motion to accept the CCCoA financial report by Gwen Lenz; second by Todd Smith. Motion carried.

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

Donations and Grants

\$300 Unspecified: Michael Carlson in memory of friend Evalyn Carlson.

\$100 Unspecified: Julie Joynes Carlson and Rodney Carlson

\$500 Unspecified: Scott Hawkins Grant/Duluth Superior Area Community Foundation.

Programs and Services Report

Chris Bautch was ill recently, thus will submit her monthly report via email.

Committee Reports:

Food Committee: Jan Smith presented the Food Committee report.

Marketing Committee: Roger Linehan presented the Marketing Committee report. Jan Smith offered to donate an air pot for gourmet coffee.

Safety Committee: Mary Charlier presented the Safety Committee report. Mac Gordon, our insurance agent, was not aware that CCCoA is renting the garage/office space to AEOA and will review the lease AEOA has sent us for signature. The Safety Committee is scheduled to meet on December 14, 2022.

Website Committee: Motion to dismantle the Website Committee and Mary Charlier/Chris Bautch make changes and updates as necessary on the Website by Jan Smith; second by Roger Linehan. Motion carried.

Motion to approve committee reports by Jan Smith; second by Roger Linehan. Motion carried.

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

Old Business

A working session to work on the rental policy, agreement and pricing is scheduled for December 19, 2022 at 1 PM. It will be lead by Gwen Lenz.

The amounts for the School Supply Drive were rounded up and the gift cards will be distributed soon.

New Business

CCCoA received \$252 back after the Insurance Audit.

Ann Sullivan, Roger Linehan, and Chris Bautch will prepare the response for the Otto Bremer Grant of \$25,000 which is due May 19, 2023.

The AEOA Garage Lease is due for 2023. Motion to send a list of all services provided by the Hub to Tyson Smith, Attorney at Law, for review and advice as to how to proceed in preparing the Lease for AEOA by Gwen Lenz; second by Roger Linehan. Motion carried. A board working session is scheduled for December 19, 2022 to prepare this information.

A Strategic Planning/Work Day of the CCCoA Board is scheduled for January 23, 2023 from 9 AM – 3 PM. Chris Bautch and Carmen Kivi-Grogan will participate when available during the day.

CCCoA Board members/additional participants signed up for the following CCCoA Standing Committees:

Food Committee: Jan Smith; Todd Smith; Chris Bautch; and Carmen Kivi-Grogan.

Marketing Committee: Larry Dean; Roger Linehan; Todd Smith; Chris Bautch.

Safety Committee: Mary Charlier and Chris Bautch.

Policy Committee: Mary Charlier; Todd Smith; Audrey Stattelmann; and Chris Bautch.

Grant Committee: Mary Charlier; Gwen Lenz; Jan Smith; Chris Bauth; and Roger Linehan has offered to assist, but will not be on the committee.

Election of CCCoA Officers for 2023

Motion of Jan Smith for Chair by Audrey Stattelmann; second by Todd Smith. Motion carried.

Motion of Gwen Lenz for Vice Chair by Audrey Stattelmann; second by Roger Linehan. Motion carried.

Motion of Mary Charlier for Treasurer by Audrey Stattelmann; second by Jan Smith. Motion carried.

Motion of Audrey Stattelmann for Secretary by Roger Linehan; second by Jan Smith. Motion carried.

The time for the upcoming Cook County Council on Aging Executive Board has been changed to 1:30 PM on Wednesday, January 4, 2023.

Chair Mary Charlier adjourned the meeting at 3:48 PM.

The next meeting of the Cook County Council on Aging Board is scheduled for January 9, 2023 at 1:30 PM.

Respectfully submitted:

Audrey C. Stattelmann, Cook Council on Aging Secretary