

Thayne Senior Center  
Board Meeting Minutes – Revised  
Monday, January 13, 2025  
10:00 am Senior Center Dining Room

**Present:** Holly Armstrong, Gary Carvahlo, Barbara Cassatt, Susan Hourany, Steve Newman, Delphine Rossi, Don Snider. Staff: Janan Lindroos, Executive Director.

**Call to Order:** President Gary Carvahlo called the meeting to order at 9:59 am.

**Review and Approval of Minutes:** Minutes of the December 9, 2024 Board Meeting and Executive Session were reviewed. Don Snider made a motion to accept the minutes; 2<sup>nd</sup> by Holly Armstrong.

**Review and Approval of Bills:** Bills were reviewed by the board members. Holly Armstrong made a motion to approve the bills; 2<sup>nd</sup> by Susan Hourany.

**New Business:**

**1. Update on Job Descriptions:** Barbara made an introduction to this topic. Delphine reviewed the intent and objectives of the job description project. Susan reviewed the financial responsibilities and reporting as integrated with the center job descriptions. Susan led a discussion on donations and their accurate reporting; then Susan led a discussion on the building fund and the legalities of use of the donations to purchase the land adjacent to the elementary school if there is a change of use and we do not build a new facility. It was agreed that Janan will find the records of the land donations. It was also noted that the Center needs an attorney, preferably one with 501 C3 experience. The responsibility to secure an attorney was not tasked at this meeting.

It was noted by Janan that a 1<sup>st</sup> quarter review was ready to be completed by 2 board members.

Barbara presented information on the responsibilities of the Board of Directors and Chairperson. Barbara noted we need to comply with the Wyoming Public Officer Training and asked Gary, as President/Chairperson, to keep a list of who has passed the test and who needs to take this test. Barbara led a discussion on accurate reporting to the state of Wyoming and the board's fiduciary responsibilities. Barbara and Susan asked the Board to consider these items of discussion (job descriptions, financial responsibilities, and board of directors' responsibilities) and vote at the February Board Meeting to work as a team on these items or to put them aside. (Gary noted that in the past several years, while a Board member, he did not

Handwritten signatures in blue ink at the bottom of the page, including a large signature on the left, a smaller one in the middle, and two more on the right.

see any financials at the monthly board meetings of the previous administration.) Janan noted that Karen Bates has requested to step down as Bookkeeper and return to the position of Hostess/Activities Director. With this change, it was agreed that the job descriptions portion of the above presentation can move forward at this time. Janan will advertise for a bookkeeper. Delphine will set a time with Janan to review the bookkeeper job description and then, the other staff job descriptions. Barbara offered her assistance with this project.

**2. New Oven (Revised):** Janan stated that the company from whom the Center received a bid for a new oven will honor the July 2024 quote. She noted there are WSSB funds that will help defray the cost (the WCF grant award was \$5,000.00 and the oven cost is \$8,269.58). There was a discussion on selling the old oven. Steve made an offer to buy the old oven for \$100.00 and take it away. He asked that his donation be kept confidential. Don made a motion to buy the new oven with the awarded funds, to use potential donation funds that Janan will check on (an individual mentioned there may be someone who was going to donate to the oven fund), and to sell the old oven to Steve for \$100.00; motion was 2<sup>nd</sup> by Holly. The motion was voted on and approved.

**3. Board members and a possibility of board members being snowbirds:** Gary led a discussion of the idea of board members being snowbirds. He noted how organizations have more non-local people working with them. Delphine shared that she felt board members need to be full-time to understand the unique challenges of our center and to be available year round to socialize with members, volunteer for activities, and represent the center. Don noted the Senior Center By-Laws mandate that board members be permanent residents. There was a discussion on a possible role of adjunct board members. Susan shared that perhaps inviting snowbirds to be on committees during the summer months would be a good idea while providing opportunities for inclusion.

**4. Land:** Gary stated that an individual wants to buy the land purchased by the Center adjacent to the Elementary School. A discussion ensued and it was agreed we need answers to the legal questions of a change of use of solicited building funds that purchased the land. It was agreed, if we get an offer in writing, we will expedite the necessary legal advice.

#### **5. Fundraisers 2025**

a. Off-season fundraisers: Janan noted that members do not want an LRC Game Night. Since bingo is common in the valley, it was agreed we would not have a bingo night. The idea of a center cookbook was re-visited and it was agreed we would wait until summer to again re-visit this idea. Janan noted that Green River Senior Center has recently published a cookbook and will get details from them on their process.

- b. Dave Stamey Concert July 2025: Holly will continue to check in on the progress of this event.
- c. Golf Tournament: Janan provided a list of golf tournament sponsors and asked the board members to review it for any additions or deletions.

**Action Items:**

1. Secure an attorney to represent the Thayne Senior Center
2. Building Fund donations records and letters of solicitation to be gathered
3. Public Officer Training completion
4. 1<sup>st</sup> Quarterly review to be completed
5. Vote on presentation (see # 1 above) at February 10, 2025 Board Meeting
6. Review and edit the list of golf tournament sponsors
7. Begin staff job description reviews

**Public Comment:** NA

**Upcoming Activities:**

- January 14: Penguin Craft
- January 15: Dinner Club at Star Valley Roadhouse
- January 16: Internet Safety Presentation
- February 13: Firearm Safety Presentation
- February 20: My Chart (SV Health) Presentation
- February Dinner Club: TBA

**Old Business:** NA

**Next Meeting Date:** Monday, February 10, 2025 at 10:00 am

**Adjourn:** Holly Armstrong made a motion to adjourn the meeting at 11:40 am; 2<sup>nd</sup> by Barbara Cassatt.