

Thayne Senior Center  
Board Meeting Minutes  
Monday, February 10, 2025  
10:00 am Senior Center Dining Room

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

**Call to Order:** President Gary Carvahlo called the meeting to order at 9:56 am.

**Review and Approval of Minutes:** Minutes from the January 13, 2025 Board Meeting were reviewed. Barbara Cassatt made a motion to approve the minutes; 2<sup>nd</sup> by Holly Armstrong.

**Review and Approval of Bills:** The bills were reviewed and check detail discussed regarding ink jets. Holly Armstrong made a motion to approve the bills; 2<sup>nd</sup> by Don Snider.

**New Business:**

1. Update on Job Descriptions Review: Delphine shared that she and Janan met on January 30 and reviewed each of the Center job descriptions. There were minor changes made to several descriptions. Delphine will meet with the Center staff so that they may each review their job description and make any changes. The revised job descriptions will be ready to review for the March 10, 2025 Board Meeting.

2. Presentation on Board of Directors and Financial Responsibilities: A discussion took place regarding the January 13, 2025 Board Meeting presentation on the above topics. Barbara provided an overview of the previous presentation and how these topics and issues protect the board and organization. Public Officer training was discussed. Barbara noted that donation statistics were valuable for the board to be aware of, especially to view trends across years; and it was important to see what comes in and out financially. Don and Holly agreed that board members need to know what comes in and out financially. Janan said the bank statements show what comes in and out each month. Delphine had tallied the C1, C2, and Alpine lunch daily donations from December 29, 2022 to October 30, 2024; she reviewed with Janan and Janan handed out a copy of the donations to board members. Gary noted perhaps it would be best to wait until we have a new bookkeeper before we begin to request these financial reports as Janan is currently filling more than her position in the office. Gary requested that beginning in March 2025, the bank statement be part of the Board Meeting materials.

Don brought up the building donations and Janan said the list of donations would be on Melinda's files. Don mentioned he felt we did not need an attorney for the Center. Delphine mentioned that Susan's part of the presentation on financial responsibilities concerned having a legal opinion on what the Center's options are legally in regards to donations to a new building since a new building is on hold. A brief discussion was held on making a public statement of what is happening with the land and new building campaign. Additional discussion on an attorney took place under #3.

*dkr*  
*Delphine*  
*Had*

Janan noted that she sent the monthly profit and loss statement (state financial reporting) to us and board members seemed confused as to what the reports portray. Steve stated all the ideas are good and would like to wait until we have a new bookkeeper to implement them. It was agreed the above presentation ideas will be reviewed again at the March 10, 2025 Board Meeting.

3. Secure an attorney for the Thayne Senior Center: Delphine reviewed the information she gathered regarding an attorney familiar with 501 C3's and any who may work pro bono (WYNN is currently putting together a list of attorneys that work with nonprofits; Lisa Miller, Salt River Senior Center suggested to look at LGLP Insurance as they have an attorney; Mary Ann, Lucky's Place, utilized Voys and was pleased with the outcome). She noted that the idea of an attorney was in Susan's presentation and Susan wants to talk to an attorney in regards to the fiscal and legal responsibilities of the Center regarding donations to the building fund. Don noted he does not see the need for an attorney at this time. Gary said he will talk with Jack Edwards to feel into the situation with 501 C3 attorneys and pro bono work in the county. It was decided we will continue to discuss this topic when Susan returns for the March 10, 2025 Board Meeting.

4. Silver Star Caring Community Funding: Janan stated that the Center has received funding from this initiative in previous years (last year it funded a new grease trap for about \$1,000.00). This year, Janan said the Center could use a new computer and she will apply. There was a brief discussion on the idea of asking Silver Star to offer free lunch once a month through this yearly grant.

5. Fundraisers:

- a. Off season ideas: A movie night was discussed and scheduled for Wednesday, March 5, 2025 at 6:00 pm. It was decided it would be donation-based entry and popcorn, soda and cookies will be available for purchase. At this time, the movie will be Tombstone.
- b. Enhancing Bingo: Gary noted that the Sheridan Senior Center gives free lunch passes as bingo prizes and suggested we do the same to get more people to participate. It was agreed will we try this idea for the month of March at Wednesday Bingo.
- c. Dave Stamey Concert – Holly noted everything is moving along well for the concert.
- d. Golf Tournament: Holly said a new golf pro has been hired at Cedar Creek. The golf sponsors donations list review: Janan reminded board members to give her your sponsors donation list to update for the 2025 tournament.

Action Items:

- a. For the March 10, 2025 Board Meeting, review Presentation items (#2) and review securing an attorney (#3) discussion.
- b. Public Officer Training: review and come to a decision on the required state of Wyoming training at March meeting.

Public Comment: NA

**Activities:**

February 13 – Firearm Safety Presentation

February 14 - Bowling

February 20 – SV Health My Chart Presentation and help

February 21 – Begin LRC Tournament

February 26 – Guitar music by Don and Mark (no Bingo)

**Old Business/Other:**

a. Janan said the new oven was arriving today, February 10. Lower Valley Gas was contacted to hook up the gas lines. The new van arrived.

b. Delphine noted WYNN is hosting a webinar titled, Boardroom Basics: What Every Nonprofit Board Member Should Know in February (Tuesday, 25<sup>th</sup>) and March (Thursday, 20<sup>th</sup>). She will send the email to board members and Janan to see if there is an interest.

**Next Board Meeting: Monday, March 10, 2025 at 10:00 am.**

**Adjourn: Holly Armstrong made a motion to adjourn the meeting; second by Barbara Cassatt, at 11:37 am.**