

Thayne Senior Center  
Board Meeting Minutes  
Monday, November 18, 2024  
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.

**Call to Order:** President Gary Carvahlo called the meeting to order at 9:53 am.

**Review and Approval of Minutes:** Minutes from the October 14, 2024 Board Meeting; the October 18, 2024 Follow-Up Board Meeting; and the October 24, 2024 Special Board Meeting were reviewed. Holly Armstrong made a motion to approve the minutes; 2<sup>nd</sup> by Barbara Cassatt.

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

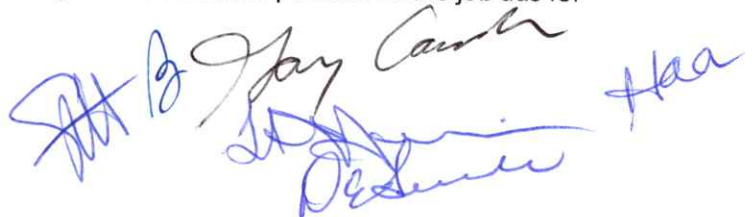
**New Business:**

**1. Board Elections - President, Vice President, and Secretary:** (Delphine and Barbara were elected in October 2024): A vote took place for President of the Board and it was unanimous that Gary Carvahlo continue in the role of President. A vote for Vice President was also unanimous for Holly Armstrong to continue in these duties. As well, a vote for Secretary was unanimous for Delphine Rossi to continue in this position.

**2. Follow-Up with Mayor after Election:** Gary noted the 6<sup>th</sup> penny tax did not pass in the Lincoln County November 2024 general election. Therefore, the mayor of Thayne will not be moving ahead with the proposed recreation center in the town. Since the Board has not met with the mayor in several months, and, due to the election results, Gary felt it was prudent to meet with Mayor Simpson and discuss what may be next steps for the town regarding the Senior Center building. Holly arranged a meeting with the mayor and the Board of Directors for Thursday, December 12, 2024 at 10:00 am in the mayor's office.

**3. Update on Job Descriptions:** Barbara noted that she has not moved ahead with a review of the job descriptions and compensation data. She stated she will work on this project with Susan. A discussion ensued. Gary asked for the update to be ready for the December 2024 Board Meeting.

**4. Senior Center Staffing:** The position of Front Desk hostess-activities coordinator has been posted and several individuals have applied. There was a discussion on hiring and the advertising of the position. Additional possible advertising venues were suggested. Susan suggested a procedure manual for aspects of the bookkeeping processes as well as finding out whether there is a similar manual used by other senior centers. It was also suggested to contact the state of Wyoming to see if they have a manual, all with the idea that a manual will be helpful to those in the office positions. Janan will follow up on this topic. It was also suggested to add the hourly wage-salary of an advertised position to the job ads for the Center.

Handwritten signatures in blue ink at the bottom right of the page. The signatures appear to be for Gary Carvahlo, Delphine Rossi, and another individual whose name is partially obscured by the word 'Hka'.

**5. Healthcare Follow-Up:** There was a discussion on the topic of providing employees a tax-free stipend for health insurance as an incentive or as part of a compensation package for the Center positions. During a lengthy conversation, the issues of compensation and job descriptions, which dovetail into this topic, were highlighted. It was discussed that raising employee pay may be a better solution for the Center in regards to providing incentives to work here. The topic of healthcare was then tabled at this time and the idea of pay raises will be incorporated into the job descriptions and compensation package review.

**6. Blackbaud:** The software program contract (for the management of fundraising) is now finished.

**7. Overtime Labor Laws:** Janan handed out a U.S. federal government information sheet on the new laws regarding overtime set to begin in January 2025. After a brief discussion, Janan noted she will watch for times when she (or other staff) works over 40 hours a week and compensate employees accordingly.

**8. Christmas Staff Dinner:** Janan would like to hold the Staff Christmas Dinner at Dad's Restaurant on December 11, 2024 and is coordinating a plan.

**9. Fundraisers:**

a. A Left-Right-Center Tournament was discussed to be held in January 2025. A date has not been set.

b. The Dave Stamey Concert of July 25, 2025 has been confirmed and will take place at the Ford Theater in Afton.

c. The date of August 8, 2025 has been confirmed for the Annual Senior Center Golf Invitational at Cedar Creek Golf Course.

**Public Comment**

**Activities:**

a. Dinner Club at the Bull Moose Restaurant, Alpine, Tuesday, November 19, 2024.

b. National Elk Refuge Presentation Wednesday, November 20, 2024.

c. The Center is closed for Thanksgiving on Thursday and Friday, November 28 and 29, 2024.

**Old or Prior Business:**

a. The Wyoming Highway Patrol presentation on Safe Winter Driving and Travel on November 13, 2024 was well attended with 30+ participants who engaged in a very interesting and informative talk.

b. Public Officer Training for Lincoln County is due for those Board Members who have not taken the online training. Gary will send the link to Board members.

c. Delphine noted she will be away for the December 9, 2024 Board Meeting and may be able to call in. Otherwise, she will ask another Board member to take the meeting minutes.

Next Meeting: Monday, December 9, 2024 10:00 am.

Adjourn: Holly Armstrong made a motion to adjourn the meeting at 11:27 am; 2<sup>nd</sup> by Steve Newman.