

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

CITY OF MENASHA  
**COMMITTEE ON AGING**  
Menasha Senior Center  
116 Main Street, Menasha

**January 11, 2009**  
**7:45 AM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [December 11, 2008](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
  - 1. Commission on Aging
  - 2. Financial Report
  - 3. Senior Center Supervisor
- E. DISCUSSION
  - 1. 2008 review
- F. HELD OVER BUSINESS
  - 1. Accreditation
  - 2. USPS service charge
- G. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha Senior Center at 967-3530 24-hours in advance of the meeting for the City to arrange special accommodations."

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City of Menasha  
Committee on Aging  
Menasha Senior Center  
116 Main Street, Menasha, WI

December 11, 2008

## MINUTES

### A. CALL TO ORDER

1. Meeting called to order at 7:46

### B. ROLL CALL/EXCUSED ABSENCES

Present: Lee Murphy, Bob Jankowski, Joyce Klundt, Mary Lueke, Sue Steffen, Jean Wollerman, Roy Rogers, Sue Nett, Sylvia Bull

### C. MINUTES TO APPROVE

November 13, 2008 - Motion made by B. Jankowski, seconded by L. Murphy to approve the November minutes with date change of next meeting to December 11. Motion carried.

### D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

#### 1. Commission on Aging

The program for December was "In It's Place Company" with a 'how to organize' presentation

#### 2. Financial Report

A complete up-to-date financial report for 2008 will not be ready till early 2009.

#### 3. Senior Center Supervisor

a. MSC received a **memorial** in the amount of \$768.00 in honor of Reuben Kutchenriter. b. The **Christmas Banquet** was a success (the chicken was great as well as the entertainment). c. The raffle produced \$128.00. The funds made from the election bake sale in November will cover the negative balance from the banquet. d. The **Holiday Tea** was successful. There were approximately 35 people. e. The instructor for the **Agility class** wants to continue offering the class gratis. f. The **Senior Program directory** will again be produced for MSC and the N-M YMCA. Material has been sent in for the 2009 edition.

### E. DISCUSSION

**1. Deposits on Rentals** – S. Bull said that she and Barb Taylor want to recommend to the CoA that MSC ask for a security deposit on rentals. She said that they have experienced too many rentals (usually one day rentals) leaving the kitchen and big room messy. MSC staff and the nutrition staff then end up cleaning it. A security deposit that is returned based on the cleanliness of the center may provide incentive to the renter to clean up after themselves. After considerable discussion, **Motion** made by B. Jankowski, seconded by M. Lueke to approve creating a policy in the by-laws requiring renters to pay security deposit on their rental. Motion carried.

**2. New USPS service charge** – S. Bull explained that the U.W. Postal Service now mandates all mailings use an appropriate ancillary service endorsement. Effective the end of November (after our

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November newsletter was mailed). Since this went into effect MSC has received returned newsletter requiring postage due of approximately \$12.00. Charges will continued to incur on mail returns based on the service requested. Committee members suggested that Sylvia speak directly with the Post office supervisor to determine the most cost effective way of mailing out newsletter to our subscribers.

#### **F. HELD OVER BUSINESS**

**1. Accreditation** – S. Nett is currently reviewing the material. Next meeting is January 8, '09, directly after the Committee on Aging meeting.

**2. Inserts in newsletter** – Discussion was held on what guidelines need to be set should someone ask to place a flyer in our newsletter. After considerable deliberation, **Motion** made by B. Jankowski, seconded by L. Murphy to establish a policy that states that anyone can insert a flyer in our newsletter 1 ) if they currently advertise in the Senior Chatter and 2.) the insert is not selling anything, and 3.) they pay for printing and postage of the insert. Motion carried.

#### **G. ADJOURNMENT**

**Motion** made by R. Rogers, seconded by B. Jankowski to adjourn meeting at 9:00am. Motion carried.