

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**

**December 12, 2013
7:45 AM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [November 14, 2013](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Senior Center Older Adult Director
 - 2. Public Health Director
- E. New Business
 - 1. 2014 Accreditation Review
 - a. Governing Body
 - b. Governing Documents
 - c. Organizational Structure
 - d. Mission/Purpose Statement
 - e. Advisory Board
- F. HELD OVER BUSINESS
 - None
- G. ADJOURNMENT
 - Next meeting January 9, 2014.

"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

Minutes

11-14-2013

- A. Meeting called to order at 7:49 AM by Chairman J. Klundt.
- B. Present: Joyce Klundt, Mary Lueke, Sue Steffen, John Ruck, Lee Murphy, Jean Wollerman, Sue Nett
Excused: Tom Stoffel
- C. MINUTES TO APPROVE
 - 1. Motion to approve minutes from October 10, 2013 meeting made by M. Lueke and seconded by L. Murphy. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. Senior Center Older Adult Director J. Wollerman discussed the number of visits to the senior center in October as being considerably higher than in September but down approx by 100 compared to October last year. The annual center Christmas party will be Dec. 3rd at noon. The quilters are making a quilt to donate for a raffle for the fundraising drive for the renovation. There will be new art and craft classes. The Pepsi soda machine will be replaced by a new smaller glass front refrigerator owned by the center so all profits will stay with the center. Currently Pepsi doesn't give any incentive to have the soda machine on the premises. The Meet and Greet for Neenah COA members has been postponed to follow the December meeting.
 - 2. Public Health Director S. Nett discussed the award of the community development block grant for public facilities. Grant funding was awarded at the requested amount of \$175,000. S. Nett also discussed the budget review for the senior center with the common council on Nov. 6th. There were no changes made at that time.
- E. New Business
 - 1. Community Development Block Grant Award
 - a. Fundraising J. Wollerman reported on the efforts to raise funds for the renovation. There have been 6 donations to date of varying amounts. Letters have gone out to major donors with a follow-up call being planned. Smaller fundraising efforts are also being held i.e. such as candy bar sales and a raffle is being planned which will be announced at the center's Christmas party. J. Wollerman reported there is currently \$10,311 in the legacy account and another \$5500 which is currently invested and will become available in July of 2014.
 - 2. 2014 Accreditation Process was discussed by J. Wollerman. The center is due to renew its accreditation and she is requesting assistance from the committee on aging to assist with reviewing and gathering documents for the review. She suggested reviewing a section at each committee meeting to simplify the process. Committee members were in agreement. J. Wollerman will bring the first section for review to the next meeting.

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F. HELD OVER BUSINESS

1. None

G. Motion to adjourn at 8:38 AM made by J. Ruck and seconded by S. Steffen. Motion carried.