

# SENIOR CITIZEN ADVISORY COMMITTEE

## Meeting Minutes

September 19, 2017  
9:00 a.m.

SeaTac Community Center  
Conference Room

**CALL TO ORDER:** The Senior Citizen Advisory Committee meeting was called to order at 9:00 a.m.

**ROLL CALL:** Present: Dennis Anderson, Alice Belenski, Judy Beste, and Vicki Lockwood. Excused: Fred Geraldson and Donna Ellenberger.

**ADMINISTRATIVE STAFF:** Kathleen Cummings, Senior Services Supervisor and Linda Croasbill, Recreation Program Specialist.

**APPROVAL OF MINUTES:** Minutes dated July 18, 2017 were approved with one correction. The mention of the next meeting under "Old Business" should be changed to September 19.

**SEATAC CAFÉ UPDATE:** There is some concern with the funding allocation awarded to Catholic Community Services (CCS), the agency that provides our congregate meals. They have received a cut across the board which might reduce the number of meals available for SeaTac by 11%. Kathleen has attended several meetings regarding this and is hosting one here next week. The proposed cut would be 1,600 meals at a value of \$10,000. Options are being investigated by CCS.

**MONEY MANAGEMENT UPDATE:** The agreement has not yet been completed. Legal has requested that we develop an internal document outlining policies and guidelines for the fund. A draft has been sent back to Legal. The issue of who signs the document is under review. Right now it appears that any decision involving any money transaction with the Renton Community Foundation would initiate with an approved Motion from the Advisory Committee, go through department channels for authorization and follow already existing protocol. The Finance Director will receive all reports from the foundation and will verify them for accuracy. The guideline also states that we will not request funds from the Foundation more than two times a year – though each request may be bundled with multiple items. For instance, we may request \$1,000 but that would include purchases of food service equipment, a television, and placemats. Kathleen will keep the Committee updated

**PURCHASES:** A purchase report was distributed which included some suggestions based on previous allocations. The Committee approved the report in its entirety which will spend down all of the fundraising monies this year - \$3,232.80. Purchased earlier this year were Mah Jongg cards (\$72) and a new DVD player (\$99). Approved at this meeting were:

Entertainment (\$500), Thanksgiving supplement (\$200), Holiday meal supplement (\$200), two \$75 gift cards for holiday baskets, (\$150), fourteen \$25 gift cards for Meals on Wheels (\$350), twenty four \$10 birthday door prizes (\$240), five \$50 gift cards for entertainers (\$250), placemats (\$200), End of Year decorations (\$100), four cases of Ensure for Meals on Wheels participants (\$105), Bazaar funding kitchen (\$100), one case of coffee cups and two cases of water cups (\$425) and residual in salad bar which will be about \$242.

**HOLIDAY BAZAAR:** The menu was distributed and discussed. It was decided to keep it as is. The status of the gift basket items was discussed. We expect fewer items this year but also some new ones. The draft of the raffle tickets was distributed and approved. This is a transition year for the bazaar, with plans for greater department involvement. We expect the department to oversee the parking area this year and have staff working the Candy Cane Café areas. We have approached several senior

housing locations with sponsorship opportunities and expect to finalize that soon. Vicki offered to help put out the yard signs. She will need one more person to help.

**NEW BUSINESS:** The Firefighters will be here tomorrow to sponsor lunch. We are expecting 140 seniors. The firefighters will help serve lunch as well as treat the seniors to lunch.

**OLD BUSINESS:** There was a suggestion that we bring in more entertainment.

**ADJOURNMENT:** Meeting was adjourned at 10:10 a.m.