

KOOTENAI SENIOR CITIZENS, INC.
Board Meeting
November 10, 2022

A regular meeting of the Kootenai Senior Citizens, Inc. board was called to order at 1:05 p.m. on November 10, 2022. Present were Bonnie Larson, President, George Graczik, Vice President, Nancy Trotter Higgins, Treasurer, Denise Whedon, Ernie Anderson, and Diane Cotcher, Trustees. Craig Carton was unable to attend. A quorum was established.

Minutes of the October 13, 2022 meeting were distributed and reviewed. A motion was made by George Graczik and seconded by Denise Whedon to approve the October 13th minutes as presented. Unanimous.

The treasurer's report was distributed. Expenditures and revenues were reviewed. A motion was made by George Graczik and seconded by Diane Cotcher to approve the report as presented. Unanimous. Bank balances were reviewed and discussed. Northern Lights Community Trust donated \$200 to the center. Diane will send them a thank you card. Nancy discussed the problem of taxes being charged on the apartments. She will fill out the paperwork for tax exempt status and return to the Department of Revenue.

Darla Winn gave the Site Manager's report. The smoke detector in apartment 202 was going off so the batteries were replaced and it seems to be working correctly. Extension cords were purchased for the cameras but we still need the covers that hide the cords. We are still getting in a lot of donations: potatoes, carrots, onions, peaches, beets and a turkey. The person who donated the turkey asked to volunteer on the day that we do the Thanksgiving dinner. We are managing to cover for the staff member on medical leave with the help of lots of volunteers. The health inspector stopped by and said that he will be coming back to do our inspection in a couple of weeks. The cooler quit working. Darla called for repair and it seems to be working again. We lost a few food items. We need to decide what to do with the light fixtures in the kitchen that either need covers or are not working. Bonnie will check to see if they have any fixtures at Larson Lumber. The outside light bulb was replaced by Ernie Anderson and he removed the birds nest from the end of the dryer vent. Ernie volunteered to put the covers back on the two outside lights on the building entrances. The front side door needs to have weather stripping put on the bottom.

No new information from the Memorial Committee. We are still waiting on the estimate for the tree trimming and/or removal. Spencer Smith will do an estimate on the fascia, painting, siding and gutter repairs. No new information on the generator. Bonnie will talk to Mark Palmer regarding the possibility of putting in heat pumps/air conditioners at the center when he isn't so busy. Staff absences and a personnel policy were discussed. Ernie will send out a copy of the county policy and Nancy will send out the Western Area VI policy for board members to review. Diane recommended that we have a policy in place by the first of the year. Bonnie will follow up on replacing the lock on the front sliding door and getting a new key for the stairway door by the kitchen. Ernie is waiting for prices to drop before purchasing a new printer.

A motion was made by Denise Whedon and seconded by Diane Cotcher to send a reminder letter to all renters that this is a non-smoking building and smokers need to be 25 feet from any door to the building. Unanimous. Nancy will prepare the letter and get Bonnie's signature on it.

A motion was made by George Graczik and seconded by Diane Cotcher to pay all staff members for November as usual. Unanimous.

The next meeting is scheduled for December 8th.

With no further business, a motion was made by George Graczik and seconded by Ernie Anderson to adjourn. Unanimous. The meeting was adjourned at 2:45 p.m.