

# **A G E N D A**

A regular meeting of the Senior Center Advisory Committee to be held at the Senior Center, 122 Park Hills Drive, Waxahachie, Texas on Wednesday, November 20, 2019 at 1:00 p.m.

BOARD MEMBERS:           Mike Lee  
                                  Lee Johnson  
                                  Peggy Loftis  
                                  Heather Fuller  
                                  Jane Vineyard  
                                  Brad Burns  
                                  Cheryl Lassetter

1.     Call to Order
2.     Invocation
3.     ***Public Comments:*** Persons may address the Senior Center Advisory Committee on any issues. This is the appropriate time for citizens to address the Committee on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Committee may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.
4.     Welcome new board members and reorganize committee
5.     Approval of minutes for Senior Citizens Center Advisory Committee meeting of August 21, 2019
6.     Discuss financial report on Senior Center, Inc. for period ending October 30, 2019 and take any necessary action
7.     Discuss financial report on STEM Garden for period ending October 30, 2019 and take any necessary action
8.     Review upcoming special events and activities
9.     Adjourn

**The Senior Center Advisory Committee reserves the right to go into Executive Session on any posted item.**

This meeting location is wheelchair-accessible. Parking for mobility impaired persons is available. Any request for sign interpretive services must be made forty-eight hours ahead of the meeting. To make arrangements, call the City Secretary at 469-309-4005 or (TDD) 1-800-RELAY TX

***Notice of Potential Quorum***  
***One or more members of the Waxahachie City Council may be present at this meeting.***  
***No action will be taken by the City Council at this meeting.***

Waxahachie Senior Center Advisory Committee  
August 21, 2019

A regular meeting of the Senior Center Advisory Committee was held at the Senior Center, 122 Park Hills Drive, Waxahachie, Texas on Wednesday, August 21, 2019 at 1:00 p.m.

Members Present: Patti Junkin, Chairman  
Patty Smith, Vice Chairman  
Mike Lee  
Ray Weable  
Lee Johnson

Member Absent: Peggy Loftis

Others Present: Jeanee Smiles, Director, Waxahachie Senior Citizens Center  
John Smith, Director of Parks and Recreation  
Lori Cartwright, City Secretary  
Mary Lou Shipley, Council Representative

**1. Call to Order**

Chairman Patti Junkin called the meeting to order.

**2. Invocation**

Mr. Mike Lee gave the invocation.

**3. Public Comments**

Mr. Ricky Rodriguez, representing Congressman Ron Wright’s office, introduced himself and stated to contact him for any needs he can assist the Senior Center Advisory Committee with.

**4. Approval of minutes for Senior Citizens Center Advisory Committee meeting of April 17, 2019**

**Action:**

*Mr. Mike Lee moved to approve the minutes of the Senior Center Advisory Committee meeting of April 17, 2019. Vice Chairman Patty Smith seconded, All Ayes.*

**5. Discuss financial report on Senior Center, Inc. for period ending July 31, 2019 and take any necessary action**

Senior Center Director Jeanee Smiles presented the financial report on Senior Center, Inc. for period ending July 31, 2019.

**Action:**

*Vice Chairman Patty Smith moved to accept the financial report on the Senior Center, Inc. for period ending July 31, 2019. Mr. Lee Johnson seconded, All Ayes.*

Chairman Junkin asked if the Center still contracts with Meals on Wheels. Ms. Smiles stated Meals on Wheels lost some of their funding and reduced from providing meals 3 times a week to once a week. Ms. Smiles stated the Center prepares approximately 100 to 150 meals per month.

Vice Chairman Patty Smith referenced the Money Market account and researched where the money came from and how it is to be spent. After extensive research, she reviewed minutes from 1991 that reflected from the will of Lillian Woodard Boyd monies were willed to the Senior Center. The minutes from that meeting stated "other business on the agenda was approval and adoption of the resolution regarding the Ann Woodard Albright memorial fund to be bequeath by her sister the late Lillian Woodard Boyd to the Senior Center". The resolution reads "whereas as the late Lillian Boyd generally bequeath a portion of their estate to the center stipulated for Meals on Wheels Senior Citizens Center in Waxahachie, Texas and whereas the center has received the sum of \$20k from the estate".

The Board approved the resolution. The documents reflected an investment committee was formed to review types of funds to invest the monies left by the Boyd estate. In 2006 the funds in the Money Market Account were at approximately \$43,000. After further research a will dated April 25, 1991 was filed under probate and after dividing specific gifts she designated the remainder of her estate to go to certain individuals and entities. The gift to the Senior Center reads as follows: "10% of my net estate to Meals on Wheels Senior Center Waxahachie as a memorial for Ann Woodard Albright and I request that free meals be provided for those who cannot otherwise afford same with said funds". The will depicted Mr. Jim Pitts as the executor and authorized him to expand any money as it were given to you of the last will and testament of Lillian Boyd and to continue the meal program that is provided at the Senior Center. The Senior Center can use the funds for free meals to be provided to those that cannot afford meals. Vice Chairman Smith stated she contact Mr. Pitts and he is in agreement that the monies are to be spent for meals at the Senior Center. Vice Chairman Smith turned over the documents to Ms. Smiles for permanent record.

Discussion was held as to moving the money out of the Money Market Account to be earmarked for feeding the seniors at the Waxahachie Senior Center.

**Action:**

*Mr. Mike Lee moved to restrict the Money Market Account, being approximately \$68,406.89, to be used for meals only as presented. Mr. Ray Weable seconded, All Ayes.*

**6. Discuss financial report on STEM Garden for period ending July 31, 2019 and take any necessary action**

Ms. Smiles reported \$181,287.33 has been spent on the STEM Garden. She stated all monies received have been spent and/or allocated to specific designations. Ms. Smiles stated there are eleven (11) learning modules and approximately 350 students have visited the STEM Garden. She noted staff will continue to upgrade the garden as money comes in. Ms. Smiles stated the Technology Center is the heart of the STEM Garden and currently there are 32 retired teachers that teach at the STEM Garden. Ms. Smiles reported the center sent out 230 packets campaigning for donations and social media is being utilized.

Mr. Lee Johnson expressed disappointment of the Board for not participating in outside fund raising for the STEM Garden and Meals on Wheels. He stated it is the Board's duty to go out into the community and solicit funding for these projects. He stated they supported Ms. Smiles for getting

internet in the Technology Center then voted not to support her. Mr. Johnson expressed concern for not having monthly meetings.

Parks and Recreation Director John Smith stated this is an advisory board and before we move forward we need to clarify the board members role.

**Action:**

*Chairman Patti Junkin moved to accept the financial report on the STEM Garden for period ending July 31, 2019. Vice Chairman Patty Smith seconded, All Ayes.*

**7. Adjourn**

Chairman Patti Junkin, Vice Chairman Patty Smith, and Mr. Ray Weable stated their terms are up on the Board and will not reapply.

*There being no further business, Mr. Mike Lee moved the meeting adjourn at 1:49 p.m. Mr. Lee Johnson seconded, All Ayes.*

Respectfully submitted,

Lori Cartwright  
City Secretary

(6)

10:04 AM  
11/07/19  
Cash Basis

**Waxahachie Senior Advisory Council**  
**Profit & Loss**  
**January through October 2019**

	<u>Jan - Oct 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Direct Public Grants</b>	
Nonprofit Organization Grants	
Other Nonprofit Grants	1,000.00
United Way	7,500.00
<b>Total Nonprofit Organization Grants</b>	<u>8,500.00</u>
<b>Total Direct Public Grants</b>	8,500.00
<b>Direct Public Support</b>	
Individ, Business Contributions	
Hickerson Memorial Park	12.00
<b>Total Individ, Business Contributions</b>	12.00
Direct Public Support - Other	251.67
<b>Total Direct Public Support</b>	263.67
<b>Indirect Public Support</b>	
United Way, CFC Contributions	2,500.00
<b>Total Indirect Public Support</b>	2,500.00
<b>Interest</b>	571.94
<b>Other Types of Income</b>	
Angel Tree Income	1,628.00
Art Department	368.50
Coffee	282.67
Copies	14.30
Exercise Band	195.50
Garden Club	1,480.00
Meals	402.76
Other Types of Income - Other	8.00
<b>Total Other Types of Income</b>	<u>4,379.73</u>
<b>Total Income</b>	16,215.34
<b>Expense</b>	
Awards and Grants	1,175.00
<b>Business Expenses</b>	
<b>Allocation of Programs</b>	
Allocation of supplies	262.36
Angel Tree	72.00
Arts and Crafts	419.98
Dance Class - Supplies & Equip	15.00
Exercise Room	50.96
Food Purchases- Special Program	74.67
Fuel	16.17
Hickerson Memorial Park	695.00
Office	271.66
<b>Special Events Programs</b>	
Change Fund	500.00
Special Event Program Services	43.29
Special Events Programs - Other	28.95
<b>Total Special Events Programs</b>	<u>572.24</u>
Trip Expense	10.00
<b>Total Allocation of Programs</b>	2,460.04
Transportation Fee	4,046.00
Business Expenses - Other	10.36
<b>Total Business Expenses</b>	<u>6,516.40</u>

(6)

10:04 AM  
11/07/19  
Cash Basis

**Waxahachie Senior Advisory Council**  
**Profit & Loss**  
January through October 2019

	<u>Jan - Oct 19</u>
Contract Labor	822.38
Education Garden	10.00
Equipment & Building Maintenan	
Building Maintenance Services	210.00
Equipment & Building Maintenan - Other	10.00
<b>Total Equipment &amp; Building Maintenan</b>	<b>220.00</b>
Food Preparation Services	200.00
Food Purchases	5,892.00
Instructors	250.00
Memory Brick	150.00
Petty Cash - Food	751.13
<b>Total Expense</b>	<b>15,986.91</b>
<b>Net Ordinary Income</b>	<b>228.43</b>
<b>Net Income</b>	<b>228.43</b>

(7)

10:05 AM  
11/07/19  
Cash Basis

**Waxahachie Senior Advisory Council**  
**Profit & Loss**  
**January through October 2019**

	<u>Jan - Oct 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Direct Public Grants</b>	
<b>Corporate and Business Grants</b>	
Hilco Electric	1,000.00
Navarro Electric	1,500.00
Corporate and Business Grants - Other	<u>1,100.00</u>
<b>Total Corporate and Business Grants</b>	3,600.00
<b>Nonprofit Organization Grants</b>	
ETA OMEGA #2773	1,000.00
Other Nonprofit Grants	552.00
Shell Oil Company Foundation	<u>500.00</u>
<b>Total Nonprofit Organization Grants</b>	2,052.00
<b>Direct Public Grants - Other</b>	<u>200.00</u>
<b>Total Direct Public Grants</b>	5,852.00
<b>Direct Public Support</b>	
Corporate Contributions	1,000.00
Direct Public Support - Other	<u>100.00</u>
<b>Total Direct Public Support</b>	1,100.00
<b>Total Income</b>	6,952.00
<b>Expense</b>	
<b>Business Expenses</b>	
Allocation of Equipment	349.99
Allocation of Programs	
Allocation of supplies	11.88
Angel Tree	76.00
Arts and Crafts	30.00
Special Events Programs	<u>434.03</u>
<b>Total Allocation of Programs</b>	551.91
<b>Total Business Expenses</b>	901.90
<b>Education Garden</b>	343.00
<b>Equipment &amp; Building Maintenanc</b>	
Janitorial Cleaning	<u>84.00</u>
<b>Total Equipment &amp; Building Maintenanc</b>	84.00
<b>Total Expense</b>	<u>1,328.90</u>
<b>Net Ordinary Income</b>	<u>5,623.10</u>
<b>Net Income</b>	<u><u>5,623.10</u></u>

(7)

10:09 AM  
11/07/19  
Cash Basis

**Waxahachie Senior Advisory Council**  
**Balance Sheet**  
**As of October 31, 2019**

	<u>Oct 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
CNB- Fundraiser 410	11,732.89
CNB -Programs	4,166.43
CNB Money MKT	68,596.74
STEM Education Garden	7,134.20
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Total Checking/Savings	91,630.26
Other Current Assets	
Petty Cash	100.00
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Total Other Current Assets	100.00
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<b>Total Current Assets</b>	<b>91,730.26</b>
<b>Fixed Assets</b>	
Accumulated Depreciation	-86,489.00
Fitness Expansion	27,571.77
Furniture and Equipment	49,276.61
Hickerson Memorial Garden-Park	47,690.05
STEM Garden	
Butterfly Garden	10,000.00
Earth Sciences	6,322.23
Engineering	120.00
Learning Lab	15,875.00
Life Science	500.00
Operational Areas	96,610.00
Technology Teaching Area	51,860.10
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Total STEM Garden	181,287.33
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<b>Total Fixed Assets</b>	<b>219,336.76</b>
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<b>TOTAL ASSETS</b>	<b>311,067.02</b>
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<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Unrestricted Net Assets	305,215.49
Net Income	5,851.53
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Total Equity	311,067.02
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>311,067.02</b>
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