

**Village of Germantown
Senior Center Advisory Committee
Meeting Minutes
April 28, 2016**

I. CALL TO ORDER:

The meeting was called to order at 5:30 P.M. by Chairperson Daniels.

II. ROLL CALL:

Present: Chairperson Shane Daniels, Trustee Art Zabel, Trustee Jeffrey Hughes,
Citizen Representative Norine Jansen, Senior Club Representative Arline Flesch,
Senior Club President Lynn Schriener;
Staff: Park & Recreation Director Mark Schroeder, Senior Coordinator Mary Fiegel;
Absent: Trustee Dennis Myers
No audience.

III. APPROVAL OF MINUTES:

Motion was made by Janzen, seconded by Hughes to approve the January 28, 2016 minutes; motion carried unanimously.

IV. PUBLIC INPUT:

None

V. OLD BUSINESS:

Senior Coordinator Position – Introduction & Welcome to Mary Fiegel
The position was filled by Mary Fiegel. Mary was introduced and she gave a background of her work history.

VI. NEW BUSINESS:

A. Senior Gift Shop Procedures – Review & Recommendation

Director Mark Schroeder handed out a written history and procedure in regard to the Senior Gift Shop. Norine asked how many volunteers work in the gift shop, Arline stated there are 6. The Written Procedures were reviewed and discussed, with a motion made by Norine Janzen and seconded by Arline Flesch to accept the policy as written. Motion carried unanimously.

B. 2015 Annual Report-

Director Mark went through the report and discussed the statistics in the report. The report can be found in the Village of Germantown Park and Recreation Department 2015 Annual Report. Mark stated that there are three revenue accounts for the Senior Center: rental for use of the building, program fees, and trip income.

VII. DIRECTOR'S REPORT:

- A. Director Mark discussed road closures and road construction that is starting in the Village at this time. He also gave an update of some of the programming that is happening at the recreation Dept. at this time.
- B. Lynn mentioned about how busy the Senior Center is when the AARP tax people are here on Wednesday's. She stated that often the parking spaces are full near the building. It was suggested that next year the tax preparer's be asked to park in the back and to use the rear door. It is not just seniors from the center that use this service and often times the people using the service are not even seniors. Norine asked if the center can say no to non-seniors for this service. Mary stated that we cannot say no to non- seniors as AARP is in charge of the service, we only provide the working space. It was asked by Trustee Jeffrey Hughes if this service could be done at the library? Director Mark stated that this is a good public relations activity as it gets people into the center.
- C. Arline asked if there is going to be a Senior Center Open House this May? Originally this is what was discussed at the Club Meeting. Mary stated that it will be postponed until Autumn so that it can be posted in the Fall Park & Recreation Brochure. Tentatively looking at a date in Sept.
- D. Mary discussed that a survey is going to be available at the Senior Center for the Seniors to fill out in regard to what they would like to have offered for programming and trips. This will be put out on May 2nd. Included in this discussion day trips, classes and educational opportunities.

VIII. ANNOUNCEMENTS OF PUBLIC INTEREST:

- A. Norine Jansen announced about The Moving Wall coming to Germantown. It will be here the first week in September. It will be from September 1-5, it will be on display 24 hours per day and volunteers will be needed around the clock. The Wall is never left alone during the visit. They will be looking for volunteers and Norine asked Mary to post a sign- up sheet to get volunteers from the Senior Center.
- B. The next scheduled meeting of the committee will be Thursday, July 28th at 5:30 p.m.

IX. ADJOURNMENT:

Chairperson Daniels adjourned the meeting at 6:09 p.m.

Respectfully Submitted: Mary Fiegel

