

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**

**04-14, 2011
7:45 AM**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [March 10, 2011](#)
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
- E. ACTION ITEMS
 - 1. Senior Center Goals – Discussion
- F. HELD OVER BUSINESS
 - 1. Code of Conduct Policy revision.
- G. ADJOURNMENT
 - 1. Next Meeting May 12, 2011

"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
March 10, 2011**

- A. Meeting called to order at 7:45 AM by Chairman J. Klundt.
- B. Present: Jean Wollerman, Joyce Klundt, John Ruck, Mary Lueke, Sue Steffen, Peg Malueg, Lee Murphy, Susan Nett
- C. MINUTES TO APPROVE
1. Motion to approve minutes from February 10, 2011 meeting made by M. Lueke and seconded by S. Steffen. Motion carried.
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
1. J. Wollerman reported on recent and upcoming activities at the senior center and YMCA. A report on number of visits and activities was given. 996 visits logged for February 2011 as compared to 972 visits in 2010. There was some discussion on the impact on attendance due to another snow day in February (second consecutive month with a snow day).
- E. Action Items
1. Code of Conduct Policy Revision---J. Wollerman distributed the code of conduct for the YMCA. J. Ruck brought a copy of the Oshkosh Senior Center's code of conduct. S. Nett volunteered to bring back to the committee at the next meeting a draft revised policy after reviewing this information.
 2. Special Events Guests Meal Policy---S. Nett explained that it has been past practice to provide a meal at no cost to the mayor, county executive, and county aging program supervisor for banquets and special events they maybe attending. It had been questioned as to whether this practice was acceptable and should be continued. S. Nett did check with the city attorney for her opinion and was told it would be acceptable for the mayor, but not for the county executive or county aging program supervisor. S. Steffen discussed this was a practice that was also followed in the past when the aldermen were invited. Members discussed economic times are different; the cost per person to attend has increased and it is becoming more difficult to stay within budget for planned events. Motion made by J. Ruck and seconded by P. Malueg to change the policy language to reflect the mayor would be the only guest with a complimentary ticket. All other invited guests would be requested to purchase a ticket if attending the event requiring a ticket. Motion carried.
 3. Naming of Rooms---J. Wollerman put together a list of submitted names for each of the three rooms at the senior center. Prizes will be given for the winning names. S. Nett suggested naming the large main room Friendship Hall; the medium size room Activity Den; and the smallest room Cozy Room. After discussion, motion made by L. Murphy and seconded by J. Klundt to name the rooms as S. Nett suggested. Motion carried.
- F. HELD OVER BUSINESS
1. Confirmation of Rental Policy---S. Nett checked with the Park and Rec Department and was told payment of the security deposit confirms the registration. Committee members discussed if this would work whether it was a single day rental or multiple day rentals to which J. Wollerman replied yes. Motion made by P. Malueg and seconded by S. Steffen to add a statement to the

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rental policy that confirmation of the rental date(s) will be finalized after receipt of the required security deposit. Motion carried.

2. Volunteer Benefits Policy---J. Wollerman discussed the information learned after a recent training by CVMIC on use of volunteers and providing benefits. The senior center honors volunteers at a reception held every three years. Planning committee members who plan and work an event may receive a ticket for a future event of their choice. The city will in the future have a volunteer policy that the senior center can mirror.

G. ADJOURNMENT

1. Motion to adjourn at 9:25 AM made by L. Murphy and seconded by M. Lueke. Motion carried. Next meeting April 14, 2011.

Submitted by Susan Nett