

# Buchanan Area Senior Center

Annual Report 2019-20



## Annual BASC Board Meeting October 22, 2020, 2:00 pm



### MISSION STATEMENT

It is the mission of Buchanan Area Senior Center to promote physical, social and mental well-being.

### ANNUAL APPEAL SUCCESS!

This year's Annual Appeal targeted the purchase of a new vehicle for our medical transportation program. Thanks to the generosity of the many senior patrons, businesses, and organizations who supported this effort, we were able to purchase the vehicle at the end of September. The full list of donors is on our website. We could not have done it without your generous support! Thank you!



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Buchanan Area Senior Center is a community focal point on aging. Area senior adults come together for services, programs and activities that reflect their experiences and skills, respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage their involvement with the community and this center. The center is a non-profit organization dedicated to serving older adults living in Buchanan City, Buchanan Township, Niles Township west of the US31 Bypass, Bertrand Township, and Galien Township east of Cleveland Avenue. Membership is free and most services are provided at no cost. However, contributions are greatly appreciated.

# Agenda

## Annual Meeting

October 22, 2020 2:00 pm

- Call to Order ..... Monroe Lemay, President
- Pledge of Allegiance ..... Jeanne Harris, Vice President
- Roll Call ..... Sabine Wheatley, Secretary
- Welcome ..... Monroe Lemay, President
- Approval of Minutes ..... Board of Directors

### REPORTS

- President’s ..... Monroe Lemay, President
- Vice President’s ..... Jeanne Harris, Vice President
- Treasurer’s ..... Terri Sisk, Treasurer
- Secretary’s ..... Sabine Wheatley, Secretary
- Director’s ..... Adam Burck, Executive Director

### NEW BUSINESS

- Election Report ..... Phyllis Davis
- Recognitions ..... Monroe Lemay & Adam Burck
- Comments ..... Board Members
- Public Comments ..... Visitors

Adjournment



During the pandemic, our patio came in very handy for staff-hosted social-distance lunches.



### *OUR HISTORY*

#### History of Buchanan Area Senior Center

(Formerly Buchanan Senior Services)

Buchanan Area Senior Center provided services to area seniors from 1979 to 1984, funded by the City of Buchanan, Buchanan Township, and donations. In March of 1982 the building, funded by HUD money, at 131 South Oak Street, was completed and dedicated by the city to be used for senior programming and community activities. Greater Niles-Buchanan Committee on Aging funded services and programs in Buchanan as a satellite program from 1984 to 2002. In October 2002 Buchanan Senior Services became a non-profit group that operated with private donations and Buchanan City support. In 2006 Buchanan Area Senior Center began receiving county millage tax support. In March 2010 we broke ground for the construction of our new building at 810 Rynearson Street in Buchanan. In December 2010 we moved into our new building. The Center continues operating with county millage money, donations, grants, fundraisers, and many wonderful volunteers. Senior Nutrition Services continues to provide the daily nutrition program at the Center.

# The Buchanan Area Senior Center Team

## Staff



### Senior Center Staff, left to right:

**Adam Burck** is the Executive Director of the BASC, and is responsible for the planning, organization and administration of the senior center in accordance with the patrons' needs, government regulations and the policies and procedures adopted and overseen by the Board of Directors. Adam is committed to serving the seniors in support of our mission to promote physical, social and mental well-being.

**Joann Dodson** is our Office Manager and greets the BASC seniors. She also manages the telephone, facility rentals, transportation, center events, and oversees the volunteers. Joann was a key player during the pandemic shut down, as she fielded all BASC calls remotely and answered questions, scheduled transportation and offered support to our patrons.

**Diana Smuda** joined the BASC team during the mandated shut down in June 2020. She and the BASC team worked diligently to restart programs and services for our seniors as the center reopened. As the Program Coordinator, Diana is the person behind the programs at the center; arranging the speakers, trips and classes; authoring the newsletter and arranging and promoting the center.

**Terry Perkins** is the part-time Staff Assistant. He assists with transportation, commodity distribution, and assists the staff with projects. His genuine care for the seniors shines through in all he does.

**Jan Ferris** was the Program Coordinator for five years and brought many programs to the center. She developed some of her own classes created by her love for nature, crafts, and travel. Jan retired in July 2020 and is greatly missed. We are grateful she is a phone call away and is always supportive in assisting Diana with questions.

**Danielle Martell** was the Elder Care and Facility Coordinator, a lead for the Compassionate Callers Club, commodity distribution, and overseeing building needs. She was a certified Michigan Medicare/Medicaid Assistance Program Counselor.

“Great things in business are never done by one person.  
They're done by a team of people.” ~ Steve Jobs

## Board of Directors



Monroe Lemay  
President



Jeanne Harris  
Vice President



Terri Sisk  
Treasurer



Sabine Wheatley  
Secretary



Josetta Bibbs  
Director



Leona Wonacott  
Director



Jess Minks  
Director



Richard Martin  
Director



Deb Hendrix  
Director



Adam Burck  
Executive Director

## HONORING THE BASC VOLUNTEERS

Due to Covid-19, the BASC was unable to have our Annual Volunteer Appreciation Award Dinner in the spring of 2020. We appreciate our wonderful group of volunteers and missed celebrating them at the annual award dinner in honoring how they make a difference at the center as well as helping our staff. Volunteers make this world a better place and we are fortunate they are part of our BASC Team.

### VOLUNTEER OF THE YEAR

**Leona Wonacott**

There are no limits to what Leona will do and has taken on many, many roles. To name a few; decorator, commodities, helps with SNS, runs the kitchen for our potlucks and helps with all the events we have during the year which includes crafts for the kids during Grandparents Day. She is also an active volunteer on our board. There is no end to her generosity. We love her dearly and so do our patrons.



### MOST HOURS VOLUNTEERED

**Joan McGuire**

Joan helps with Compassionate Caller Club, kitchen help, taking care of our plants, helps with commodities, crafts, and so many other tasks that she takes on when here to help the staff. Her friendship and guidance is treasured by us and we hope she continues to be a presence here for many years to come.

### MOST DIVERSE VOLUNTEERS

**Josetta Bibbs and Jeanne Harris**

The Most Diverse Volunteers award is given each year to those volunteers who fill in for the staff or help us at a moment's notice for programs or helping with events, including Compassionate Callers Club, Bingo Callers, kitchen help and volunteering to help with our newsletters to being active members on our board. We desperately need them and the senior center wouldn't be the same without them.

### ABOVE AND BEYOND VOLUNTEERS

**Mary Speckine, Dan Riley and Charlie Serene**

These volunteers take on roles which include commodities, packing boxes, handing out boxes in our garage, and deliveries, no matter the weather. Shopping, kitchen help, crafting, helping with events and more. More importantly, they take on the role of greeting our patrons and making them feel welcomed.

### SPECIAL RECOGNITION VOLUNTEERS

**Ron Hartline and Pat McBain**

Our Medical Transportation program is rapidly growing. We have several drivers, other than a staff member, that we call on to help with our medical transportations. Two of these drivers have been a tremendous help this past year. Either being an aid or driving our van, we are truly blessed to have these volunteers, and our patrons adore them.

## Senior Nutrition Services



Meals are funded in part by Region IV Area Agency on Aging and Senior Nutrition Services.

The BASC has been partnering with SNS for decades, offering meals that fit into most diet plans for our seniors in a five-mile radius of the center. During the pandemic when congregate meals were unavailable due to government restrictions and safety, seniors were offered a curbside pickup for their meals. Meals on Wheels delivered hot, cold and frozen meals to our seniors who were homebound, Monday—Friday. SNS also was able to provide dairy products, fresh vegetables, and fresh fruit to 28 seniors for several weeks over the summer. Local farms partnered with SNS to help make this care box available to our community. We are grateful to be offering meal services to our seniors through a wonderful organization.



Kerri Pettie is the SNS Site Manager for the BASC.

Meals on Wheels has nine drivers who alternate days delivering meals to our seniors.



# BASC Team

## Community Partners

<i>AARP Tax Services</i>	<i>Chalet of Niles</i>	<i>ONE Buchanan</i>
<i>Abandoned Relik</i>	<i>City of Buchanan</i>	<i>PACE of Southwest Michigan</i>
<i>Andrews University</i>	<i>Clark Salaried Retirees</i>	<i>Redbud Area Ministries</i>
<i>Area Agency on Aging, Inc.</i>	<i>Country Heritage Credit Union</i>	<i>Redbud Hardware</i>
<i>Audiometrics Plus</i>	<i>Edgewater Bank</i>	<i>Region IV Area Agency on Aging</i>
<i>Benton Harbor Senior Center</i>	<i>Fernwood</i>	<i>Rite Aid Pharmacy</i>
<i>Berrien Community Foundation</i>	<i>Fifth Third Bank</i>	<i>River St. Joe Brewing Co.</i>
<i>Berrien County Cancer Service</i>	<i>Geriatric Connections</i>	<i>River Valley Senior Center</i>
<i>Berrien County Commission</i>	<i>Greater Niles Senior Center</i>	<i>RMC Quality Construction</i>
<i>Berrien County Health Dept.</i>	<i>Harbor Country Hikers</i>	<i>Royal Neighbors of America</i>
<i>Berrien County Sheriff Dept.</i>	<i>Harding's Friendly Market</i>	<i>S.M.C.A.S</i>
<i>Berrien County Veterans Services</i>	<i>Heritage Point</i>	<i>S. Rosen's and Alpha Baking Co.</i>
<i>Brentwood at Niles</i>	<i>Honor Credit Union</i>	<i>S.W. MI Comm. Action Agency</i>
<i>Buchanan American Legion</i>	<i>Indiana Michigan Power</i>	<i>Senior Nutrition Services</i>
<i>Buchanan Art Center</i>	<i>Jilek Insurance</i>	<i>Social Security Administration</i>
<i>Buchanan Chamber of Commerce</i>	<i>Lakeland Healthcare</i>	<i>Spartan/Nash</i>
<i>Buchanan City Fire Dept.</i>	<i>Lakeland Home Health Services</i>	<i>St. Joe Lincoln Senior Center</i>
<i>Buchanan City Police Dept.</i>	<i>Lakeland Hospital</i>	<i>Starks Family Funeral Homes/Swem Chapel</i>
<i>Buchanan Community Schools</i>	<i>Legal Aid of Western Michigan</i>	<i>The Paper</i>
<i>Buchanan Dial-a-Ride/Berrien Bus</i>	<i>Lowery's Meat Market</i>	<i>Township of Buchanan</i>
<i>Buchanan District Library</i>	<i>Mamasan/Papasan Korean Vets</i>	<i>TRIAD of Berrien County</i>
<i>Buchanan Farmers' Market</i>	<i>Mary Ann Penwell</i>	<i>United Federal Credit Union</i>
<i>Buchanan Meadows</i>	<i>Meijer</i>	<i>United Healthcare</i>
<i>Buchanan Preservation Society</i>	<i>Metra Court Apartments</i>	<i>United Way of Central Indiana</i>
<i>Buchanan Tree Friends</i>	<i>Michigan Gateway Community Foundation</i>	<i>United Way of S.W. Michigan</i>
<i>Buchanan Township Fire Dept.</i>	<i>Michigan's Aging &amp; Adult Service Agency</i>	<i>Van's Medical Equipment</i>
<i>Buchanan-Galien Leos</i>	<i>Mill Pond Apartments</i>	<i>Vite's Greenhouse</i>
<i>Buchanan-Galien Lions Club</i>	<i>Niles-Buchanan YMCA</i>	<i>West Michigan Hearing Specialists</i>
<i>Cannavista Wellness</i>	<i>North Berrien Senior Center</i>	<i>WSJM Radio</i>
<i>Caring Circle</i>		
<i>Central County Senior Center</i>		

# President's Report

Monroe Lemay

*The BASC serves an essential need in our society by providing a safe and welcoming community space for the seniors of the Buchanan area and throughout Berrien County. Our beautiful facility is a wonderful setting to do our work, but it is the community of seniors that flourish here that is the spirit of the place. Thank you for being a part of it. This will be my second and last year to serve the Buchanan Area Senior Center as President, due to our two-year term limits voted into practice in 2020. I am thankful for the wonderful BASC team of volunteers, staff, and program instructors. The BASC could not do what we do without all these wonderful people making it happen. Our volunteer Board gives a great deal of time to the organization and our patrons continue to support our programs and our center by showing up and contributing both in person and with daily donations to make this the best place Buchanan has to offer. I am proud to have served you as Board President and will continue to serve as a board member for as long as you will have me.*

*It has been a continually active year at the BASC during the most challenging time in our history, the covid-19 pandemic. With all the obstacles in the way, the BASC Executive Director, staff, and board of directors achieved the most productive year in its history. Let us highlight these achievements.*

*Board oversight was productive and very cooperative this year with a complete overhaul of the Employee Policy Manual. Board HR Representative participated with Executive Director in all employee reviews and monitoring meetings to ensure the best outcomes. We reactivated the board committees, launched a new Tribute Tree memorial program honoring Norma Clem, and Installed a sign for Freida Barker Memorial Garden. Despite the pandemic disruption, we held a bake sale at the farmers market and a Pumpkin Roll fundraiser.*

*We were extremely busy with stewardship of our facilities and finances this year. The building is turning 10 years old, so we addressed necessary maintenance to keep it functioning properly and looking good. Our stewardship responsibilities also extended to our finances, and we took steps to realize expense efficiencies and to generate more income to support our services. We also launched a very successful annual appeal to raise funds to purchase a new vehicle for our medical transportation program. You will read more details in the Executive Director's report.*

*Most of our year concentrated on new protocols for our services and operating procedures, and adjustments by our staff and patrons due to the covid-19 pandemic closure from mid-March to mid-June, per state order. We established a task force to address pandemic issues and help craft a reopening plan.*

*Our staff went through some changes as we said goodbye to our beloved program coordinator Jan Ferris on her retirement after serving our community of seniors for five eventful years. She will be greatly missed as a staff member, but we look forward to having her join our programs from the opposite end, as a participating patron. We were fortunate to find a worthy replacement in Diana Smuda, who had ample time to train under Jan during our months of the pandemic closure. Once again, we are in good hands.*

*In conclusion we would like to thank our patrons and public for once again voting-in the millage renewal and making all this a possibility for our aging population. We are proud to serve you and want you to remember that without each and every one of you, this cannot be done. You make life better here!*

# Vice President's Report

Jeanne Harris

*2020 has truly been a challenging year for BASC. First, I have to commend our Executive Director, Adam Burck, and our staff for their concern for our seniors and their commitment to keeping them safe. This year was no longer business as usual, as the Center needed to close to prevent the spread of Covid-19 within our senior community. Adam and our amazing staff were very diligent in taking the necessary steps to close the Center and enact new operating procedures in response to the pandemic. Adam quickly obtained information and guidelines from Berrien County and the CDC.*

*As a Board, we continue to see that we made the right decision when we hired Adam Burck. Adam gives us peace of mind that the Center is going in the right direction. He quickly takes care of issues concerning BASC and keeps the Board abreast of any issues and his plan of action to resolved them. He has made himself known throughout the Berrien County senior organizations. Over the past year, he and a Board member overhauled of our employee manual, launched a new Tribute Tree Memorial Program, addressed building maintenance needs and many other items as explained in his report.*

*Before the pandemic, the Center was in the process of looking for a replacement for Jan Ferris, who decided to retire this year. Jan gave us five years of great programs and activities for our Seniors and implemented a number of new ones to motivate our patrons and have them try new activities. I think when the pandemic is over and she has whittled down her bucket list, we will be seeing Jan volunteer at BASC.*

*Joann Dodson, Office Manager/Receptionist, continues to be that person that patrons go to if they need help with any problems or issues and she will direct to them to the right resources. Patrons refer to Joann as an "angel". Joann takes on her many duties and job responsibilities with professionalism and compassion. Her responsibilities in the bookkeeping/money management process have always been an asset to our executive directors. She has also assumed the facilitation of the Compassionate Callers Club and was instrumental in rolling out the MySeniorCenter key fob check-in system. Joann also continues to bless us with wonderful catering and decorating talents.*

*Diana Smuda our new Program Coordinator joined us in June. She stepped right into this position demonstrating the qualities and attributes we were looking for in a program coordinator. Coming into this position during the Pandemic, she has adapted to the challenges of learning a new job plus the Covid-19 challenges. I have noticed how quickly the Seniors have gravitated to her. Her personality has made that connection and the building of relationships quite easy. The patron feedback that I have received about Diana has all been positive. I walked in behind a patron one day who greeted Diana and said, "I just love you". Diana responded back with the same. This shows what's being given to our patrons from our staff and makes BASC the great Center that it is.*

*Our part time Staff Assistant, Terry Perkins, is always willing to step in when needed. Like all our staff, Terry demonstrates sincere concern and passion for the Seniors. He will go above and beyond to help a Senior in need and alerts staff if a senior needs special help. Seniors tell me how helpful Terry is, and the home-bound appreciate the delivery of food commodities and his kindness. Among his other job duties, he helped out with packing the weekly USDA fresh produce box for seniors that started shortly after the pandemic hit and continued into September. The staff knows they can always call on Terry for help.*

*We lost our Building and Grounds Facilitator position who was also our Elder Care Facilitator. Our ED has assumed duties and issues relating to our buildings and grounds. We have hired a part-time person to cover the Medicare and Medicaid Programs, and, as noted above, Joann Dodson assumed the CCC facilitation.*

*I always state that we have a great BASC team in place who have the same goal. Keep our Seniors safe and continue to make this one of the best Centers in the County.*

# Treasurer's Report

Terri Sisk

*As a former BASC employee I am very proud for the opportunity to serve on the Board of Directors. I have definitely learned a lot and am looking forward to next year.*

*This has been a very strange year with the COVID -19 epidemic. I am very proud of our staff on how they have handled this difficult situation.*

*I want to thank all of our patrons for your patience during this past year, due to the unavailable and then the limited time available to enjoy our facility. Hopefully we can progress to full capacity on the horizon.*

BASC Profit & Loss			
Oct. 1, 2019 - Sept. 30, 2020			
	Actual	Budget	% of Budget
<b>Income</b>			
General Contributions	14,890.21	18,000.00	82.72%
Legacies-Bequests-Memorial	3,545.00	1,000.00	354.5%
Grants	21,154.40	8,500.00	248.88%
Revenue from County - Millage	345,242.44	338,456.00	102.01%
Program Revenue	7,335.00	13,000.00	56.42%
Interest Income	862.43	700.00	123.2%
Other Revenues - Miscellaneous	51.47	950.00	5.42%
<b>Total Income</b>	<b>393,080.95</b>	<b>380,606.00</b>	<b>103.28%</b>
<b>Expense</b>			
Compensation & benefits & taxes	191,433.34	225,800.00	84.78%
Accounting, Legal & Audit Fees	4,953.00	7,000.00	70.76%
Contractual Services	949.00	1,000.00	31,633.33%
Supplies	9,277.54	7,500.00	123.7%
Postage & Shipping	2,733.84	3,500.00	78.11%
Printing & Copying	957.55	500.00	191.51%
Utilities & Communication	13,171.43	16,000.00	82.32%
Bldg, Grounds & Equip - mainten	27,716.13	21,000.00	131.98%
Equipment Rent	4,050.73	7,000.00	57.87%
Auto Expenses	658.07	1,500.00	43.87%
Program Expense	16,668.12	37,000.00	45.05%
Capital expenditures	19,928.41	38,306.00	52.02%
Insurance	6,213.09	8,500.00	73.1%
Dues & Publications	1,102.37	1,500.00	73.49%
Advertising	2,458.13	2,700.00	91.04%
Other Expenses/Misc.	2,389.24	1,800.00	117.1%
<b>Total Expense</b>	<b>304,659.99</b>	<b>380,606.00</b>	<b>80.26%</b>

FUN FACTS - BASC TOTALS	2018-19	2019-20
Total Programs	119	95
Participation in Programs	28,066	26,010
Community Partners	88	89
Volunteer Hours Served	1,569	1,256.5
Total Entrance Sign-Up	14,581	7,792
Total Calls Answered	4,459	4,158
Total SNS Meals Served	3,770	3,902
Total Transportation Patrons	148	136
Total MMAP Patrons	51	77
Total AARP Tax Patrons	71	69
Total CSFP Commodities	737	550
Total TEFAP Commodities	407	296

# Secretary's Report

Sabine Wheatley

*We need to thank our staff for the flexibility and dedication over the last year, especially once the COVID-19 restrictions started kicking in. Our staff and board members have been very busy this past year and I would like to give you some highlights of what has been accomplished.*

*Lots of work has gone into the freshening up of our facility. The board voted to get the following items approved: repainted the BASC interior, replaced BASC carpeting, exterior maintenance of building trim and fixtures, Installation of Freida Barker Memorial Garden signage, re-stained raised beds, arbor picnic tables, and benches and repaired, resealed and repainted parking lot.*

*IT Services have been upgraded including the server to accommodate on-site backup of all data, installed mirrored drives/image backups for seamless replacement of failed hard drive, and Installed off-site cloud backup of all BASC data.*

*We launched an Annual Appeal for a new vehicle for our medical transportation program which was so successful that the vehicle was purchased by the end of September. Financial and Facilities stewardship was a major theme this year as you will read elsewhere in this Annual Report.*

*The pandemic has not slowed us down, despite having to close from mid-April to mid-June, per state order. Board members and volunteers made daily calls to our most vulnerable patrons to ensure their mental and physical safety.*

*Due to pandemic closure of the congregate meal program, we added a Monday, Wednesday and Friday socially -distant lunch on the patio with BASC staff. Continued essential services during pandemic closure: Congregate lunches were shifted to curbside pickup, so patrons never missed receiving their Senior Nutrition Services meals. Held virtual Board meetings during pandemic closure, and upon reopening held Board meetings in-person with masks and social distancing and virtual attendance for the public due to 10-person indoor gathering limit.*

*The board received constant information from Adam Burck, Executive Director, on updates from the health department and the Governors orders, eventually BASC was able to reopen on a limited capacity.*

*The following precautions have been implemented: Conduct a wellness check at the door and require that masks be worn while inside the building and that patrons practice social distancing. Added daily sanitizing precautions of common touch points with products approved for coronavirus sanitizing. Hold exercise classes in the garage with social distancing required and the garage doors open to allow for fresh air flow/simulate outdoor setting, allowing patrons to exercise without masks. All programming is by appointment only. Due to extremely high demand for exercise classes, we established a special registration policy to allow for max number of people to benefit from classes, and we resumed our transportation services.*

*My sincerest thank you goes out to our staff and my fellow board members for the hard work during these unprecedented times. A big thank you also to our patrons for understanding and your willingness to do your part to ensure that we can provide these programs in the safest way possible. Your board members and staff will continue to follow guidelines and orders to ensure another successful year in 2020/2021.*

# Executive Director's Report

Adam Burck

*It has been a blessing to work at the BASC over the past two years, and I look forward to all the wonderful times we will have over the coming years. I am so glad that I had the experience of the pre-pandemic bustle at the BASC, to know the joy that the community experiences here. Believe me, we all look forward to returning to those happy days, but in the meantime, we are doing our best to be of service during the pandemic while keeping our dear patrons, volunteers and staff healthy and safe.*

*We are following pandemic protocols and the advice of medical experts to keep you safe. Per Executive Order of the Governor, we closed on March 17<sup>th</sup> and reopened on June 15<sup>th</sup>. We were excited to recommence in-person service to our patrons. This requires a great deal of additional work for our staff, but we are happy to do so in order see our seniors again!*

*We know that the pandemic has been difficult for all of us. It has upended our lives and requires a great deal of behavioral adjustments that are challenges for our social nature. Nonetheless, we are continuing to find ways to bring back our programs within the safety guidelines that we must follow, and some highlights of our special pandemic services include:*

- *Continued essential services during pandemic closure: food commodities, curbside pickup Senior Nutrition lunch, and resumed medical transportation in early June.*
- *Distribute volunteer-made masks to seniors and caretakers, 211 distributed to date*
- *Distributed in USDA weekly fresh produce box program for seniors to 30 local seniors*
- *Added daily check-in calls for patrons needing the social contact during pandemic closure, and this program is separate from the Compassionate Callers Club*
- *Due to pandemic closure of congregate meal program, we added a Monday, Wednesday, and Friday socially distant lunch on the patio with BASC staff*
- *Special cleaning precautions of common touch points with coronavirus sanitizing products*
- *Continued to follow CDC and State health guidelines by conducting wellness checks at the door and requiring masks while inside the building*
- *Held virtual Board meetings during pandemic closure. Upon reopening, we are holding Board meetings in-person with masks and social distancing and streaming them on Facebook due to 10-person indoor gathering limit.*
- *Moved exercise classes to garage with social distancing and the doors open to allow for fresh air flow to simulate outdoors*

*As we celebrate the 10<sup>th</sup> anniversary of the BASC facility, general maintenance and cosmetic touches were required to keep the building in good condition and to upgrade our facility for good health practices during the pandemic:*

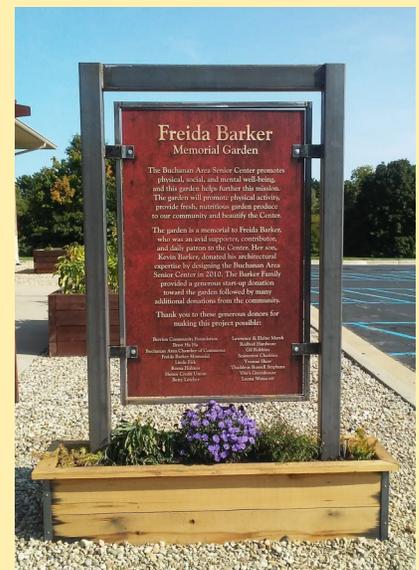
- *Replaced the carpeting and repainted the BASC interior.*
- *Exterior maintenance of building trim and fixtures. We re-stained raised beds of the BASC garden, arbor, picnic tables, and benches.*
- *Repaired, resealed, and repainted the parking lot*
- *Install touchless faucets throughout the facility*
- *IT upgrades included secure cloud backup of all BASC data and mirrored drives for seamless replacement of failed hard drive to maintain productivity*
- *Launched automated check-in system to facilitate patron check-in and attendance reporting.*

# Executive Director's Report (Continued)

Adam Burck

*As you can see, it was indeed a busy year at the BASC, despite the pandemic interruptions. As we enter a new year, we are looking forward to an end to the pandemic, but in the meantime, we are putting all our energy into finding ways to continue serving our seniors during the pandemic, so please feel free to share your ideas. We have been whittling down the BASC's list of projects and goals, so we invite you to share ideas of goals and objectives to continue advancing the BASC mission "to promote physical, social and mental well-being".*

*I want to thank the many people and organizations that make the BASC possible. The public are number one in providing the funding for the BASC to operate and I echo our Boards' thanks for re-approving the County Millage that funds a major portion of our budget. Our volunteer corps includes our Board of Directors and the many volunteers that help with our programs and services. The many donors that help fund our operations include our generous patrons, local businesses, the Michigan Gateway Foundation and the Berrien Community Foundation, Berrien County and the State of Michigan. You are all essential to the spirit and success of the BASC, and the staff and I heartily thank you for your support and dedication to our mission.*



# Annual Meeting Minutes—October 24, 2019

Sabine Wheatley, Secretary

Board of Directors Annual Meeting Minutes

Meeting Date October 24, 2019

Meeting was called to order by Board President at 2:00 PM.

Members present: Monroe Lemay, Leona Wonacott, Jess Minks, Jeanne Harris, Sabine Wheatley, Richard Martin, Josetta Bibbs, Norma Clem and Executive Director Adam Burck.

Member's absent:

Visitors present: Patrons of BASC

**Approval of Agenda:** Motion made by Jeanne Harris to approve the agenda as presented. Motion was second by Josetta Bibbs. Voice Vote showed unanimous approval.

**Approval of Minutes:** Motion made by Jeanne Harris to approve the annual meeting minutes from 2018, motion was second by Josetta Bibbs. Voice Vote showed unanimous approval.

## The following reports were presented

### President: Monroe Lemay

Our beautiful facility is a wonderful setting to do our work, but it is the community of seniors that flourish here that is the spirit of the place. Thank you for being a part of it. It has been an active year at the BASC. We have several new members on our Board of Directors and hired a new Executive Director. This new energy has brought positive things to the BASC, as have the achievements of previous Boards and Executive Directors. I am thankful for the wonderful BASC team of volunteers, staff, and program instructors. The BASC couldn't do what we do without all these wonderful people making it happen. We are so grateful for all that you do. Our volunteer Board gives a great deal of time to the organization, and I want to acknowledge our outgoing Board Member and Treasurer, Norma Clem, who has served on the Board for 10 years or more and has devoted her time and wisdom to making our center thrive. You may be retiring from the Board, but we look forward to seeing you at the BASC for many years to come. Thank you for all that you have contributed to making the BASC a special place for our seniors.

### Vice President: Jeanne Harris

BASC is a wonderful amenity for our seniors in this area, which provides a variety of programs and services. This might sound a little biased, but we have the best senior center in the area. This is all due to the great staff, great volunteers, and great community partners. Our seniors are the priority for all that we do. Our previous Executive Director resigned in December of 2018, and we had to begin the search again for a new Director. I would like to thank Monroe Lemay, Board President, and our amazing staff and our Board for stepping up until we hired a new director to ensure we still continued to offer our patrons with the highest level of service. All Staff members were recognized by Jeanne Harris in her report.

### Treasurer: Norma Clem

Many thanks for letting me serve on the Board. I have learned a lot, met many more seniors, and hopefully have contributed. Our wonderful staff has combined forces to cover every event and make everything work. We have a great community here, many volunteers who keep everything moving, and our Senior Center is a very important part of this community. I thank all of you for your interest and participation. Our raised bed gardens have been cared for and enjoyed by our seniors. Also, the arbor has added to the beauty of the area. Thanks to all who contributed and thanks to all the wonderful volunteers who make this possible.

# Annual Meeting Minutes—October 24, 2019 (Continued)

Sabine Wheatley, Secretary

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**Secretary: Sabine Wheatley**

This past year has seen much change for the Buchanan Area Senior Center. Our Board Members are dedicated to ensure changes made are the best to their knowledge for the patrons, staff and community. The dedication of our staff and board members can be felt when entering BASC. And let us not forget those many volunteers that we may not see every day, yet they are such an intricate part of our organization. Many, many thanks to them. Buchanan Area Senior Center will continue to be cast as one of most welcoming, friendliest places in our community. The Executive Board wants to thank all who have contributed to this.

**Executive Director: Adam Burck**

Our team is laser-focused on caring for our seniors and delivering quality programming and services. I want to thank the staff for their strong dedication to our mission of promoting physical, social and mental well-being. Thanks also to our wonderful volunteer corps that includes the Board of Directors plus the many volunteers who help with programs and services, newsletter mailings, and so much more!

Many dedicated volunteers spent years preparing the organization for the bold step of designing a senior center from scratch, and the success of their efforts is apparent in the beautiful, welcoming facility. Believe it or not, the building is aging, so we have been attending to capital projects to keep it operating smoothly for many more years. We replaced the carpeting that was becoming a tripping hazard, replaced the round tables, replaced all lighting with LED lighting that has cut our electrical usage by over 30%; allowing us to put the savings to other meaningful purposes, such as programming. We are here for our senior population, and we put seniors first at the BASC. We want to continue delivering on our mission to make our seniors' lives better, so we will be doing some strategic planning over the coming months to craft a future path to keep BASC on track for years to come. We will keep you posted on these efforts and will invite your input, so start thinking about your vision for BASC's future. The only constant in life is change, and we want our change to improve on the great things we are already doing, so stay tuned for how you can help.

**NEW BUSINESS**

Election Report was given by Phyllis Davis

This leaves us with three (3) open seats for the election on October 22, 2019. At this time, we have three candidates running. This includes our incumbent Jeanne Harris.

Jeanne Harris, Terri Sisk and Deborah Hendrix where voted in as the newest board members.

Recognitions where given by all board members to the staff and volunteers.

No Public Comments were made.

Meeting adjourned at 3:00 PM and refreshments where served.

# 2019-20 SERVICES AND PROGRAMS

## HEALTH SERVICES

- Blood Pressure
- Chair Exercise
- Chair Yoga
- Exercise & Workout Room
- Eye Glass Repair
- Fasting Blood Sugar
- Flu Shots
- Foot Clinic
- Hearing Aid Check
- Line Dancing
- Powerbeats Drumming
- Shadow Steppers Grief Support
- Tai Chi

## SPECIAL SERVICES

- AARP Taxes
- Blood Drive
- Center Library
- Community Garden
- Compassionate Callers Club
- CSFP Commodities
- Dial-a-Ride
- Form Assistance
- Loan Closet
- Meals On Wheels
- MMAP
- Notary
- ONE Buchanan
- Senior Nutrition
- Shredding Event
- TEFAP Commodities
- Transportation
- Veterans' Assistance

## SOCIAL ACTIVITIES

- Ballroom Dancing
- Birthday Bingo
- Book Club
- Cash Bingo
- Coffee Chat/Brunch Social
- Corn Hole (when requested)
- Cribbage
- Euchre
- Game Day
- Haiku
- Hand & Foot Cards
- Ice Cream Social
- Jigsaw Puzzles
- Lunch Bunch Club
- Lunch with Seniors on the Patio (during covid)
- Mah Jongg
- Movie Matinees
- Pajama Day
- Pinochle
- Potluck
- Potluck Bingo
- Root Beer Floats
- Travelling Euchre Tournament
- Valentine Dance

## ARTS & CRAFTS

- Christmas Card Crafts
- Fiber Friends
- Fun with Decoupage 1 & 2
- Note Cards Class
- Quilting
- Valentine Cards for Nursing Homes
- Weaving



# 2019-20 SERVICES AND PROGRAMS (Continued)

## SPECIAL EVENTS

- Christmas Party
- City Council Meeting
- Jan's Retirement Party
- Korean Tea
- New Year's Dance Party
- Senior Photos

## FUNDRAISERS

- Bakeless Bake Sale
- Building Use Rental
- Christmas Bazaar
- Christmas Bazaar Luncheon
- Christmas Bazaar Table Rental
- Farmers' Market Bake Sale x 3
- Memorial Tree
- Pumpkin Roll Sales

## TRIPS

- Four Winds Casino with Greater Niles Area Sr Ctr
- Kokomo Bus Trip

## EDUCATIONAL & INFORMATIVE SERVICES

- Basic Estate Planning
- Beating the Winter Blues
- Birds Nests—Fernwood
- Budget and Saving Money
- Clark Retirees Program
- Community Calendar
- Creating Legacy: Bequests to Non-profits
- Cyber Seniors
- Dessert with Linda Strohl—SNS
- Fake News Program
- Great Courses: The Celtic World
- Hearing Loss and Dementia
- Inflammation and Diet Program
- Lake Michigan Ice Formation Program
- Long Term Care Workshop
- Monthly Newsletter
- Scams—What to Know with Kelly Leasch
- Strategies to Slash Your Debt
- Voting by Mail
- Water Kefir Class
- Zen Leaf Medical Cannabis





Volunteer of the Year  
Leona Wonacott



Most Hours Volunteered  
Joan McGuire



Most Diverse Volunteer  
Josetta Bibbs



Most Diverse Volunteer  
Jeanne Harris



Above & Beyond Volunteer  
Mary Speckine



Above & Beyond Volunteer  
Dan Riley



Above & Beyond Volunteer  
Charlie Serene



Special Recognition  
Volunteer  
Pat McBain



Special Recognition  
Volunteer  
Ron Hartline

