

# Buchanan Area Senior Center

Annual Report 2020-21



Exterior Elevation

## Annual BASC Board Meeting October 21, 2021

### MISSION STATEMENT

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

### Annual Appeal – Here comes the Sun!

We are raising funds to enclose the covered patio on the east side of the building and naming it in honor of Russell Stephens, long-time Board Member and supporter of the Buchanan Area Senior Center (BASC). Russ envisioned this project as a logical way to expand the BASC, and, during the COVID-19 pandemic, the need for separate program spaces became crucially apparent. This realization led us to move forward with Russ' vision and, when completed, the Russell Stephens Sunroom will provide a separate program space with the ability to open the windows to allow for fresh air flow. Help us turn this beautiful design into reality by donating to our Annual Appeal today.



Interior Rendering

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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 21, 2021 2:00 pm



- Call to Order ..... Jeanne Harris, President
- Pledge of Allegiance ..... Jess Minks, Vice President
- Roll Call ..... Sabine Wheatley, Secretary
- Welcome ..... Jeanne Harris, President
- Board Business ..... Board of Directors

#### REPORTS

- President’s ..... Jeanne Harris, President
- Vice President’s ..... Jess Minks, 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 ..... Jeanne Harris & Adam Burck
- Comments ..... Board Members
- Public Comments ..... Visitors

#### Adjournment



Board Members from over the years.



Board Meeting was in closed session due to the pandemic. Patrons were able to watch and listen through a live stream on the BASC Facebook page.



Board Meeting was open to the public, however mask were required due to restrictions in keeping our patrons safe.

### *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, fund-raisers, 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. She also manages our Elder Care Services, facility rentals, 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 promoting the center.

**Jayne Marrow** is the Administrative Assistant and greets the BASC visitors. She is a friendly face and great resource for Seniors needing assistance. She joined the BASC on September 13, 2021, so stop to say hello and get to know her.

**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.

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

## Board of Directors



Jeanne Harris  
President



Jess Minks  
Vice President



Terri Sisk  
Treasurer



Sabine Wheatley  
Secretary



Josetta Bibbs  
Director



Leona Wonacott  
Director



Monroe LeMay  
Director



Richard Martin  
Director



Deb Hendrix  
Director



Adam Burck  
Executive Director

# HONORING THE BASC VOLUNTEERS

For the 2019-2020 year, we were unable to have our Annual Volunteer Appreciation Dinner due to the Covid-19 pandemic. For the months we were open and able to bring back a few programs, our volunteers stepped up to help the staff with newsletters, programs and transportation. Those volunteers were honored with awards that we gave out as we saw them in between our closures.

As we continued to follow the guidelines of our Berrien County Health Department, when 2021 rolled around, the center was still unable to fully open with all our programs, masks were mandated for a while and we were limited to how many patrons we could have in the building. Thankfully, our patrons were accommodating as well as supportive and everyone was happy to be socializing again.

At this time, the board members and staff agreed to have our Annual Volunteer Appreciation Dinner for the 2020-2021 year, which was held outside on the patio. We invited all our volunteers to join us in honoring them. We set up the patio and a portion of the lawn with lawn chairs for each volunteer as a gift. We were unable to serve a plated meal so we sent a “to go” dinner home with each volunteer.

We also gave recognition to Alice Hopkins with a Lifetime Achievement Award. Alice was instrumental for many achievements during her 20+ years of serving our community through many organizations, which included her position as Executive Director at the BASC.

We value our volunteers and look forward to our yearly recognition for all they do to help our staff. Volunteers make our world a better place and we are very fortunate to have them!

We are looking forward to the 2021-2022 Annual Volunteer Appreciation Dinner under normal conditions.



Grateful for all of our Volunteers!



# 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. Meals on Wheels delivers hot, cold and frozen meals to our seniors who are homebound, Monday—Friday. We are grateful to be offering meal services to our senior through a wonderful organization.



Kerri Pettie is the SNS Site Manager for the BASC.

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



# BASC Team

## Community Partners

<i>AARP Tax Services</i>	<i>Central County Senior Center</i>	<i>PACE of Southwest Michigan</i>
<i>All Needs Senior Services</i>	<i>City of Buchanan</i>	<i>Redbud Area Ministries</i>
<i>Always Best Care Services</i>	<i>Clark Salaried Retirees</i>	<i>Redbud Hardware</i>
<i>Benton Harbor Senior Center</i>	<i>Country Heritage Credit Union</i>	<i>Redbud Insurance Agency</i>
<i>Berrien Community Foundation</i>	<i>Edgewater Bank</i>	<i>Region IV Area Agency on Aging</i>
<i>Berrien County Cancer Service</i>	<i>Fernwood</i>	<i>Rite Aid Pharmacy</i>
<i>Berrien County Commission</i>	<i>Folk's Back Home, Stacey Martin</i>	<i>River of Life Yoga LLC</i>
<i>Berrien County Health Dept.</i>	<i>Gene Wesner Automotive</i>	<i>River St. Joe Brewing Co.</i>
<i>Berrien County Sheriff Dept.</i>	<i>Geriatric Connections</i>	<i>River Valley Senior Center</i>
<i>Berrien County Veterans Services</i>	<i>Greater Niles Senior Center</i>	<i>Riveridge Rehabilitation &amp; Healthcare</i>
<i>Blessed Feet, LLC</i>	<i>Harding's Friendly Market</i>	<i>RMC Quality Construction</i>
<i>Brentwood at Niles</i>	<i>Heritage Point</i>	<i>Royal Neighbors of America</i>
<i>Buchanan American Legion</i>	<i>Hilltop Café</i>	<i>S.M.C.A.S</i>
<i>Buchanan Art Center</i>	<i>Honor Credit Union</i>	<i>S.W. MI Comm. Action Agency</i>
<i>Buchanan Chamber of Commerce</i>	<i>Indiana Michigan Power</i>	<i>Senior Nutrition Services</i>
<i>Buchanan Chronicle, The</i>	<i>Integra</i>	<i>Social Security Administration</i>
<i>Buchanan City Fire Dept.</i>	<i>Lehman's Brewery &amp; Farmhouse</i>	<i>South Bend Medical Foundation</i>
<i>Buchanan City Police Dept.</i>	<i>Lowery's Meat Market</i>	<i>Spartan/Nash</i>
<i>Buchanan Community Schools</i>	<i>Mamasan/Papasan Korean Vets</i>	<i>Spectrum Health Lakeland</i>
<i>Buchanan Dial-a-Ride/Berrien Bus</i>	<i>Mary Ann Penwell</i>	<i>St. Joe Lincoln Senior Center</i>
<i>Buchanan District Library</i>	<i>Meijer</i>	<i>State Advisory Council on Aging</i>
<i>Buchanan Farmers' Market</i>	<i>Melissa Ann Fitness</i>	<i>The Paper</i>
<i>Buchanan Meadows</i>	<i>Metea Court Apartments</i>	<i>Township of Buchanan</i>
<i>Buchanan Preservation Society</i>	<i>Michigan Gateway Community Foundation</i>	<i>TRIAD of Berrien County</i>
<i>Buchanan Tree Friends</i>	<i>Michigan's Aging &amp; Adult Service Agency</i>	<i>Union Coffee House &amp; Café</i>
<i>Buchanan Township Fire Dept.</i>	<i>Mill Pond Apartments</i>	<i>United Federal Credit Union</i>
<i>Buckteens</i>	<i>Niles-Buchanan YMCA</i>	<i>United Way of S.W. Michigan</i>
<i>Buchanan-Galien Leos</i>	<i>North Berrien Senior Center</i>	<i>Van's Medical Equipment</i>
<i>Buchanan-Galien Lions Club</i>	<i>ONE Buchanan</i>	<i>Vite's Greenhouse</i>
<i>Cannavista Wellness</i>	<i>OutCenter of Southwest Michigan</i>	<i>West Michigan Hearing Specialists</i>

# President's Report

Jeanne Harris

*I continue to look forward to the amazing future and direction of the Buchanan Area Senior Center. We have a board with dedicated members who also give their time volunteering, a great executive director, an amazing staff and great volunteers who have a passion and the utmost caring for the welfare of our patrons. They strive to make this a safe place for all who love to come here and have made this Center a huge part of their daily lives. There was the interruption of activities due to Covid-19. Throughout the pandemic, we continued providing critical services, including medical transportation, meals on wheels, curbside pick-up of congregate meal lunches, Medicare and Medicaid counseling, our Compassionate Callers Club and food commodities. We had to close down a couple of times due to the pandemic, and our Executive Director and staff advised us on when we could reopen, with the priority of keeping our patrons safe and healthy. Covid-19 regulations were in place, we opened and the Seniors were eager to return. Our Executive Director has worked closely with the Berrien County Health Department keeping himself abreast and informed of regular Covid updates. We held three vaccine clinics here at BASC accommodating nearly 1,000 Berrien County residents.*

*Once again, we passed our yearly audit and I give credit to our Executive Director, Adam Burck. Adam ensures that we practice consistent financial management and does a great job of keeping the Board regularly informed of County requirements and of our financial position, ensuring we adhere to sound required practices. We updated BASC policies to current standards per County Auditor's recommendation including Purchasing Policy, Capitalization Policy and Banking Policy. Our Executive Director has been very proactive in establishing financial security for our Center. He has established an endowment at the Michigan Gateway Community Foundation. Invested BASC savings in higher-interest CD's to generate returns averaging more than passbooks savings. The Board has also approved, and was glad to be able to offer, a group health insurance plan to our full time employees. Our Director searched for the best health care plan for the staff. Adam continues to maintain our building, the interior and the exterior, including our building grounds, and installing touchless faucets in all bathrooms to improve health and safety measures for our staff and patrons.*

*There are many great things happening at the BASC. We are all looking forward to the Russell Stephens Memorial Porch. This was a vision that Russ had for a long time to increase our current space, as it was evident that our Center was growing and we needed to somehow add more space to this building. We hired an architect to help us create this vision for our addition. This will create additional space for us to better serve our patrons and add additional programs. I believe this will also increase our patron numbers, as we will be able to accommodate more of our Seniors throughout the area. We have also planted eight Tribute Trees, which the very first one is very special to us as our former board member and the first tree honored volunteer Norma Clem in her memory.*

*We also must acknowledge our great volunteers. As soon as the Center was opened, our volunteers were eagerly serving and helping in all areas. This year the Farmers Market exceeded expectations with a variety of baked goods, and the pumpkin rolls volunteers were eagerly back in the kitchen for this yearly fundraiser. Our craft room has been busier than ever with our volunteers being very creative and more of our Seniors taking an interest in the crafts being provided. Diana Smuda, our Program Coordinator, has been offering new and different programs, which are attracting more patrons to interact at the Center. This is also bringing in community volunteers. We were able to honor our volunteers this year with an outside gathering and honored a previous Director, Alice Hopkins.*

*We have had our challenges this last year but BASC is still going strong. We welcomed Jayme Marrow as receptionist this year. Joann Dodson transitioned to part-time Office Manager and Elder Care Coordinator. I*

believe we have created a “happy place” for our Senior community, a very safe place, a very social place. To our entire staff who have the passion for our Seniors well being, thank you for all you do on a daily basis. Our Board, our staff and our volunteers thank you for making this the best Senior Center in this area.

## Vice President’s Report

Jess Minks

2021 has been as challenging for the BASC as 2020 had been due to the continuing changes with Covid-19, along with continuing changes in state and federal guidelines. The Executive Director, Adam Burck, and the staff have been and continue to be concerned for the health and safety of our Seniors in their efforts to follow the guidelines put forward. The staff have been outstanding in addressing our BASC Seniors’ best interest by informing them of any changes in a timely manner.

The Board is continually informed of changes at all levels concerning the Covid-19 situation including the proper adjustments needed to move forward. Daily, we are aware of the constant changes and the professional manner in which Adam goes forward with addressing the staff and how we all benefit from their actions on the issues that arise.

Executive Director, Adam Burck, is to be commended for his efforts to keep the activities available for our Seniors, offer them a safe place to come enjoy the facility and the company of others Seniors, as well as continue to make changes at the Center that improve future enjoyment for the members.

Office Manager, Joann Dodson, continues in her new position to work with the staff on a part-time basis. She still works with the Seniors on many of their concerns and issues, she is working to bring our new Receptionist up to speed and, Joann is readily available for us.

Program Director, Diana Smuda, has proven to be another asset for the Center as she has moved forward with programs, has involved our Seniors in new and different programs, as well as those already in place. She has been accepted by the Seniors in a gracious manner and returns those feelings as well.

Administrative Assistant/Receptionist, Jayme Marrow, has proven in a short period the decision to hire her was well thought out and a benefit to the center and our Seniors. She has adapted quickly to the new job and is becoming a relevant part of the staff. Her ability to work with our Seniors has been evident since day one at the Center.

Part-time Staff Assistant, Terry Perkins, continues to be willing and able to step in and help when needed. Having helped Terry with the delivery of the food commodities, I have personally seen the kindness he shows to those he meets; from helping the delivery drivers, to dropping off commodity boxes to homebound patrons and passing out commodity boxes to the community on pick-up days. He is very aware of opportunities to improve procedures and informs the staff of those needed improvements. The Seniors he helps are grateful and express their gratitude to him.

These are the people that make the BASC a great place to visit and know they are working to keep this one of the best Centers in the County and State.

# Treasurer's Report

Terri Sisk

*With my second year of serving on the BOD. It was definitely better than the previous year, but there were still hurdles with the COVID -19 epidemic. Grants, Program Revenue, Memorials and PPP loan contributed to budget surplus. Reduction in compensation and related costs, and inability to expend capital dollars due to pandemic issues were main reason for drop in expenses.*

*Our staff has done a fabulous job considering there were times their job duties were changing on a daily basis. I want to thank all of our patrons for your patience during this past year. It looks like we are heading back to normal or the new normal.*

	Oct '20 - Sep 21	Budget	% Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
General Contributions	12,185.27	14,400.00	84.6%
Legacies-Bequests-Memorial	3,980.50	3,500.00	113.7%
Grants	14,000.00	10,000.00	140.0%
Revenue from County - Millage	360,008.08	349,295.00	103.1%
Program Revenue	8,715.72	7,000.00	124.5%
Trip Revenues	0.00	2,000.00	0.0%
Rental income	100.00	0.00	
Other & Misc Income	42,328.28	1,105.00	3830.6%
<b>Total Income</b>	<b>441,317.85</b>	<b>387,300.00</b>	<b>113.9%</b>
<b>Expense</b>			
Compensation - wages	139,384.12	180,000.00	77.4%
Retirement plan contributions	18,179.88	26,000.00	69.9%
Insurance - Work Comp	887.25	1,000.00	88.7%
FICA Tax Expense	10,738.63	14,000.00	76.7%
Fed & State Unemployment	2,623.70	4,250.00	61.7%
Fundraising Expense	970.32	500.00	194.1%
Accounting & Audit Fees	2,530.34	10,000.00	25.3%
Legal Expenses	20.00	2,000.00	1.0%
Contractual Services	6,407.99	5,000.00	128.2%
Supplies	6,978.47	10,000.00	69.8%
Telephone / Communications	3,062.59	3,500.00	87.5%
Postage & Shipping	2,934.11	3,500.00	83.8%
Printing & Copying	1,692.56	1,000.00	169.3%
Utilities	6,939.50	11,000.00	63.1%
Bldg, Grounds & Equip - mainten	32,196.59	30,000.00	107.3%
Equipment Rent	3,197.70	5,000.00	64.0%
Auto Expenses	1,276.25	2,000.00	63.8%
Conferences, conventions, mtgs	107.47	1,000.00	10.7%
Program Expense	26,620.92	33,000.00	80.7%
Capital expenditures	2,601.71	30,000.00	8.7%
Other Expenses/Misc.	100.00	1,000.00	10.0%
Insurance	6,961.75	6,000.00	116.0%
Dues & Publications	722.71	1,500.00	48.2%
Staff Training	75.00	1,000.00	7.5%
Advertising	1,664.41	3,000.00	55.5%
Bank Charges & processing fees	243.96	50.00	487.9%
Trip Expense	0.00	2,000.00	0.0%
<b>Total Expense</b>	<b>279,117.93</b>	<b>387,300.00</b>	<b>72.1%</b>

FUN FACTS - BASC TOTALS	2019-20	2020-21
Total Programs	95	114
Participation in Programs	26,010	22,233
Community Partners	89	91
Volunteer Hours Served	1,256.50	1,072
Total Entrance Sign-Up	7,792	8,712
Total Calls Answered	4,158	5,829
Total SNS Meals Served	3,902	5,841
Total Transportation Patrons	136	306
Total MMAP Patrons	77	56
Total AARP Tax Patrons	69	106
Total CSFP Commodities	550	588
Total TEFAP Commodities	296	240



# Secretary's Report

Sabine Wheatley

## Report of the Secretary, Sabine Wheatley

*We all can agree, I am sure, that 2020/21 was an unprecedented year. I would like to thank our staff for the amazing way they flipped from the norm to the unknown. The way they sailed our ship through uncharted waters is to be recognized by us all.*

*For the 20/21 election the following incumbents where re-elected to a three-year term*

*Josetta Bibbs*

*Richard Martin*

*Jess Minks*

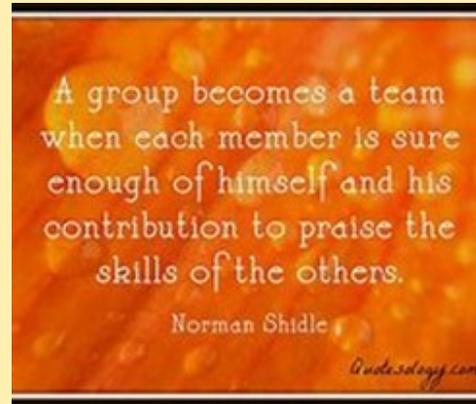
*The Board elected to their Executive Team as follows:*

*President                    Jeanne Harris*

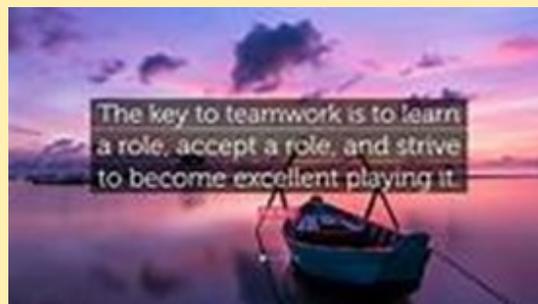
*Vice President            Jess Minks*

*Treasurer                 Terri Sisk*

*Secretary                 Sabine Wheatley*



*At this time, I would like to thank my fellow board members for their flexibility over this last year. Not without some minor complications, did we switch to Virtual meetings, gathered quickly when emergency decisions had to be made. We governed as a team, at still accomplished so much during the shutdown. Thank you to everyone I have served with over this last year.*



# Executive Director's Report

Adam Burck

*I want to start by congratulating our Board, staff, volunteers, community partners, and all of our patrons for earning the distinction as Best of the Best for Senior Services in Michiana. Leader Publications runs this annual reader's choice survey, and we were thrilled to learn that the public picked us. Honestly, we weren't even aware there was a competition underway, so it was even sweeter and more surprising when we learned of this honor.*

*This award reflects the joy that we all get from being a part of this wonderful center. Thank you for this honor and for making our day every time you come in to the BASC. We couldn't do this without all of those we thanked above. In addition to our great volunteers and staff, we have so many community partners that also deserve credit for the award. You can see the list on page 5 and we extend our thanks to them all. Clearly, it takes a village to run a senior center!*

*When we were at this point last year, we probably didn't think we would still be dealing with the fallout from the pandemic. Nonetheless, we are at a much better position than this time last year. We got about 1,000 seniors vaccinated at the 3 COVID-19 vaccination clinics at the BASC; thanks to our partnership with the Berrien County Health Department. As of today in Berrien County, 54.7% of the overall population is fully vaccinated for COVID-19, but over 75% of the senior population (65+) in Berrien County has been fully vaccinated and over 80% have been partially vaccinated. We also look forward to providing a Covid-19 vaccination booster clinic on Dec 2, 2021 again, as a partnership with the Berrien County Health Department.*

*Although the pandemic again interrupted our regular programs and operations, it did lead us to some new programming ideas that have been well received and provide additional ways to serve our patrons.*

- *Thanks to a grant from Michigan Gateway Community Foundation, we started a computer tablet lending program. Our patrons may borrow a computer tablet equipped with internet service to connect to our virtual programs, surf the web, listen to music, read the news and more.*
- *Since we couldn't do our veteran's banquet, we placed American flags in the front yards of our local veterans to thank them for their service. It was so popular, that we are making this an annually recurring program.*
- *Announced that we will enclose our covered porch on the east side of the building and name it in honor of Russell Stephens, long-time BASC Board Member. Russ envisioned this project as a logical way to expand the BASC, and, during the COVID-19 pandemic, the need for separate program spaces with fresh air flow became crucially apparent.*
- *When pandemic restrictions prevented us from exercising indoors, we moved our exercise classes to the garage with physical distancing and the garage doors open to allow for fresh air flow and simulate an outdoor environment. This allowed us to keep our patrons safe while continuing to provide access to fitness and exercise programs.*
- *Conversations with Friends is a new program that was designed to highlight our patrons' and supporters' many contributions to the BASC and the broader community at large.*
- *Held three outdoor group events that we had to postpone in 2020 due to pandemic restrictions:*
  - ◇ *The annual Volunteer Recognition dinner*
  - ◇ *Memorial Concert to announce the Norma Clem Tribute Tree Program and present a life time achievement award to Alice Hopkins, previous BASC Executive Director.*
  - ◇ *The ribbon cutting for the Freida Barker Memorial Garden*

# Executive Director's Report (Continued)

Adam Burck

*While we did adjust our programs and services to pandemic realities, we are very glad that the general pandemic trend has allowed us to resume most programs and, given the high vaccination rate of our seniors, has allowed for our patrons to resume activities without masks. We invite you to share ideas to continue advancing the BASC mission "to promote physical, social and mental well-being" and keeping us the Best of the Best in Senior Services!*



# Annual Meeting Minutes—October 22, 2020

Sabine Wheatley, Secretary

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

Present: Jeanne Harris, Monroe Lemay, Terri Sisk, Sabine Wheatley, Leona Wonacott, Jess Minks, Richard Martin, Deb Hendrix, Adam Burck

Absent: Josetta Bibbs

Staff: Joanna Dodson, Diana Smuda, Terry Perkins

Visitors: Phillis Davis, Chuck Clem

Motion to approve minutes from October 24, 2019 Annual Meeting was sponsored by Leona Wonacott and supported by Jeanne Harris. Approved 8-0.

**Presidents Report:** Most challenging for patrons, closing and reopening in limited capacity. Adam impresses me to no end, he truly is a director. He has gotten so much done. Good job in gaining grants and knowing our budget. Adam steps up to all the challenges he has been presented with.

**Vice President Report.** 2020 truly has been a challenging year for BASC, and it was not business as usual. Adam and our amazing staff were very diligent in taking the necessary precautions to keep our patrons safe. Diana Smuda joined our team in June, filling the opening for Program Coordinator. She adapted quickly and swiftly into her new role and has made a wonderful addition to our team. We lost our Buildings and Grounds Facilitator, who also covered our Elder Care programs. Adam has stepped in and took on the Building & Grounds responsibilities, while Joann has taken on the Elder Care part.

**Treasures report:** As a former BASC employee, I am very proud for the opportunity to serve on the Board of Directors. Our Profit and Loss statement is as follows:

Income: Actual \$393,080.95 versus Budget \$380,606.00.

Expenses: Actual \$304,659.99 versus Budgeted \$380,606.00

**Secretary Report:** 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. Our Employee Policy Manual has been re-evaluated with the help of our lawyer and some board members giving a little extra of their time and wisdom. Recommended changes were voted in. 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 Frieda Barker Memorial Garden signage, re-stained raised beds, arbor picnic tables, and benches and repaired, resealed and repainted parking lot. 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.

# Annual Meeting Minutes—October 21, 2020 (Continued)

Sabine Wheatley, Secretary

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. Hold exercise classes in the garage with social distancing required and the garage doors open to allow for fresh air flow/simulate outdoor setting, thereby 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 resumed our transportation services. My sincerest thanks 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 we can. Your board members and staff will continue to follow guidelines and orders to ensure another successful year in 2020/2021.

**Executive Director report:** It has been a blessing to have worked the last two years at the BASC. I am so glad I have had the experience of the pre-pandemic bustle at the BASC, to know the joy that the community experiences here. 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. Nonetheless, we are continuing to bring back our programs within the safety guidelines. We also are celebrating our 10-year anniversary this year and as such felt that we had to do some freshening up to our facility. We have replaced the carpeting, painted the walls inside, repaired and resealed the parking lot, installed touches faucets, and upgraded our IT and fire alarm systems.

Thank you to everyone for their flexibility. We had to make some decisions on a dime in response to the pandemic. Volunteers have sewn over 300 facemasks for our patrons, and we have implemented health checks at the door. If you need one, please contact the BASC. We also added fresh produce boxes for our patrons in a partnership with Senior Nutrition Services, to provide access to fresh produce while pandemic restrictions limited shopping opportunities.

**New Business:** Phyllis Davis presented the election results. Jess Minks, Richard Martin and Josetta Bibbs were all re-elected.

**Recognition:** Thank you to the staff for the gifts this year. Don and Betty Cornwell have been recognized for their past dedication to the Euchre Club over the past years, we miss seeing them at this time. Thank you to Abandoned Relik here in Buchanan for donating the Frieda Barker Memorial Garden sign. Everyone that donated to our annual appeal, we are grateful to you. Thank you goes out to Ralph McDonald for keeping our center so beautiful. Much appreciate it.

Special recognition to Norma Clem for years of dedication to our seniors and BASC. Her husband, Chuck Clem, was presented with a plaque. He stated that Norma always said to have a friend is to be a friend.

**Old Business:** Leona and other volunteers are giving out Thanksgiving meals on the day before, November 18, will be last sign-up day for this. Volunteers will staff the center the day after Thanksgiving so patrons come and mingle for a little while.

Adam sent out for bid specs for snow removal to six companies, only one replied and that is Villwocks. He's awaiting a possible submission from Affordable Asphalt.

Public comments: Charlotte Rifenberg said she missed everyone. Board Comments: Jeanne said she is sad we couldn't have a 10-year anniversary celebration, but we will make up for it soon.

Deb asked if our patrons know how to apply for temporary assistance.

The meeting was adjourned at 2:55 PM

# 2020-21 SERVICES AND PROGRAMS

## HEALTH SERVICES

- Blood Pressure
- Chair Exercise
- Chair Yoga
- Covid-19 Vaccination Clinic
- Exercise Equipment Orientation
- Exercise & Workout Room
- Eye Glass Repair
- Fasting Blood Sugar
- Flu Shot Clinic
- Foot Clinic
- Hearing Aid Check
- Line Dancing
- Osteo Fit with Missy
- Powerbeats Drumming
- Tai Chi for Balance
- Virtual Exercise Programs
- Virtual Guided Mediations

## SPECIAL SERVICES

- AARP Taxes
- BASC Library
- Blood Drive
- Garden Club
- Compassionate Callers Club
- Computer/Tablet Lending Program (GrandPad)
- CSFP Commodities
- Dial-a-Ride
- Form Assistance
- Home Heating Credit
- Homestead Property Credit
- Loan Closet
- Meals On Wheels
- MMAP
- Notary
- ONE Buchanan
- Pill Drop Off
- Senior Nutrition
- Shredding Event
- TEFAP Commodities
- Transportation
- Veterans' Assistance

## SOCIAL ACTIVITIES

- Birthday Bingo
- Book Club
- Coffee Chat/Brunch Social
- Corn Hole (when requested)
- Cribbage
- Euchre
- Hand & Foot Cards
- Ice Cream Social
- Jigsaw Puzzles
- Lunch Bunch Club
- Mah Jongg
- Movie Matinees
- Pinochle
- Root Beer Floats
- Virtual Birthday Bingo

## ARTS & CRAFTS

- Fabulous Fabric Pumpkin
- Felt Hearts
- Fiber Friends
- Live Forever Succulents
- Painting with Watercolors
- Quilting & Sewing
- Shamrock Felt Deco
- Valentine Cards for Nursing Homes
- Virtual Art Class: Create a Mandala



# 2020-21 SERVICES AND PROGRAMS (Continued)

## SPECIAL EVENTS

- Annual Senior Picnic
- Memorial Concert/Norma Clem Tribute Tree Program
- Memorial Garden Celebration
- National Senior Citizens Day Celebration
- Volunteer Appreciation & Award Dinner

## FUNDRAISERS

- Annual Appeal Donations
- Bakeless Bake Sale
- Building Use Rental
- Dollar Club
- Farmers' Market Bake Sale x 3
- Harding's Friendly Markets Community Rewards
- Memorial Tree
- Program Donations
- Pumpkin Roll Sales
- Spartan/Our Family UPC Collections
- Taco Fiesta Bar

## TRIPS

- Cannavista Wellness Tour
- Edward Lowe Foundation
- Lavender Hill Farm Trip
- Progressive Lunch in St. Joe, MI
- Walk Day at East Bank Trail
- Walk Day at Fernwood
- Walk Day at Mt. Tabor Hill Trail
- Walk Day at University of Notre Dame
- Wonder Land Cinema—Jungle Cruise

## EDUCATIONAL & INFORMATIVE SERVICES

- Adventures in Caregiving/Caregiver
- Cannavista Wellness Program
- Conversations with Friends (Monthly)
- Diversity: Learning More About LGBTQ+
- Eating is an Art
- Emergency Broadband Benefit
- Fraud Prevention Class with UFCU
- Frozen Worlds Documentary
- Gardening with Vite Greenhouses
- Grandpad Orientation & Training
- Inflammation and Diet Program
- Managing Behavior When Loved Ones Has Dementia
- Medicare Made Clear
- Mental Health Forum Part 1
- Monthly Newsletter
- One Planet Documentary
- Opioids: Safe Use, Safe Storage, A Healthier You
- Save Money with I & M Customer Programs
- Scams: What to Know with Kelly Leasch
- The Art and Challenges of Caregiving
- Simply Reiki
- Virtual Fireplace Conversations with Friends
- Virtual Cooking Ft. Adam Burck
- Virtual Cooking Ft. Lehman's Brewery & Farmhouse
- Virtual Cooking Ft. Sabine Wheatley
- Virtual Cooking Ft. Union Coffee House & Café



