South Sevier Senior Citizens Advisory Board

Meeting Minutes

April 14, 2026

PRESENT: President: Mary K Outzen. **Site Manager**: Excused. **Members Present:** Carolyn Collins, Mark Coon, Frank Dimick, Cheryl Hartung, Jerry Howell, Ed Jones, Connie Jones, Freida Keisel, Beth Merayo, Fran Oldroyd, Craig Paterson, Kelly Roberts and Dale Woolsey. **Excused:** Marty Hartung and Becky Williams. **Consultant:** Jack Hammond. **Guest:** Kim Barker

AGENDA:

1. **Welcome:** Mary K Outzen
2. **Pledge of Allegiance:** Jack Hammond
3. **Prayer: Dale Woolsley**
4. **Minutes – March 10, 2026:** Ed Jones made a motion to approved minutes; Freida Keisel seconded the motion. All voting was in favor. Motion carried.
5. **Financial Report March 2026:** March expenses were $507.25 and revenue was $911.50; Bingo night donation $465 less cost of $92.70 – profit of $372.30. Beth Merayo made a motion to approve March 2026 financial report; Jerry Howell seconded the motion. All voting was in favor. Motion carried. *Further discussion*: Frank - the wording used to advertise events dictate where monies are deposited:

New building fund – monies go to savings	***Operating expenses*** – monies go to checking

6. **Discuss accounting items proposed by audit committee and take individual motions to approve the following items:**
   a. **Proposal to "carry over" on checking line item on budget at the end of fiscal year** – Beth Merayo made motion to transfer any monies over the amount of $5000 to savings at the end of the fiscal year. Freida Keisel seconded the motion. All voting was in favor. Motion carried.
   b. **Proposal to transfer monies from savings account to CD Account ending in #5182** – Fran Oldroyd made a motion to transfer all monies but $2000 out of the savings account to CD account ending in #5182. Connie Jones seconded the motion. All voting was affirmative. Motion carried.
   c. **Proposal to deposit all donation monies into savings then transfer to CD account ending in #5182.** Frank Dimick made a motion to deposit all donated monies into savings then transfer to the highest interest-bearing CD account #5182. Beth Merayo seconded the motion. All voting was affirmative. Motion carried.
   d. **Proposal to amend current bank statements to paperless to avoid monthly bank charges** – Mary K.: Matter was continued to May 12, 2026.
   e. **Proposal to amend current budget expense form to include bank charges column** - Mary K: Dale Woolsey made a motion to list any bank charges as an expense on the budget expense (ledger) report. Fran Oldroyd seconded the motion. All voting was in affirmative. Motion carried.
   f. **Proposal to amend current revenue form to include CD totals column** – Mary K: Beth Merayo made a motion to require a current bank account report listing all balances as part of the monthly financial report. Mark Coon seconded the motion. All voting was affirmative. Motion carried.

g. **Proposal to require a copy of the bank account profile listing all account balances be included with the budget revenue and expense report** – Mary K. (Note: this proposal was satisfied with #f) No further action needed.

h. **Venmo Account** – Mary K: It is not possible to get a Venmo for the Senior Citizen account as the bank account requires 2 signatures. She is sending each board member a video showing other options. Matter tabled until May 12, 2026 agenda.

i. **Filing cabinet to secure all financial records, banking checks and deposit slips, meeting minutes, correspondence regarding board activities** – Mary K: Locking filing cabinets have been given to the Senior Citizens by the Monroe Independent Bank. Beth Merayo made a motion to label one cabinet "F" for financial and "A" for administrative use. Freida Keisel seconded the motion. All voting was affirmative. Motion carried.

j. **Proposal to set up monthly utility bill payments (Century Link, Enbridge and Whites) –** Mary K: One of the utility accounts has incurred a charge for a late payment; she recommended all 3 utility accounts be set up on monthly bank account withdrawals to avoid any further late charges. Mark Coon made a motion to set up the Century Link, Enbridge and White Sanitation utility bills to be paid with automatic monthly bank withdrawals. Kelly Roberts seconded the motion. Majority vote was in the affirmative. Opposing vote: Frank Dimick. Motion carried.

k. **Proposal to authorize board president to approve incidental payments up to $500 per vendor – any amount above will require board approval** – Mary K: Mark Coons made a motion to increase the amount in the "cash" box to $150 to accomplish the faster reimbursement to vendors. Ed Jones seconded the motion. Voting was all affirmative. Motion carried.

7. **President's Report:** Mary K: She is attending a meeting today with Sun Rise Engineering to talk about new building plans; a handout picture of what the building will look like was given to each member. She stated Monroe City has taken care of maintenance request she passed onto them last month. The Monroe City Clerk has indicated the boards agendas and approved minutes should be posted on the Utah State Public Notice Website. Mary K will look into this further.

8. **Site Manager Report** – Beth Merayo for Tracy Trujillo: There has been a couple of incidents of inappropriate behavior at the lunch meal; this person is aware of the violations of the conduct code; some of the regular lunch attendees have stated they do not want to return if this person's behavior continues. Both Ed Jones and Frank Dimick stated this is a situation which occurs during the meal time and the site manager should initiate intervention with the person and the advisory board will support her action.

9. **Activities:**

   a. **Fund raiser report** -Mary K: New handout "Donations Business List." She asked everyone to make sure any donations they have collected are listed correctly and if they haven't contacted businesses as assigned please do so.

   b. **Yard Sale** – Beth: Sale date: Saturday, May 27th - 8 am to 2 pm; she is asking for board help setting up on Friday, May 26th at 10 am to 12 noon; the missionaries are going to help with the set up; there will be an announcement on the city main street electronic sign; help needed to move a large table and quilting frames out of the basement which will be for sale; Becky and Craig will act as cashiers; Kelly will have breakfast burritos for sale; Angie Card's band will be furnishing music; Momma B's will have a selection of homemade breads for sale; Freida Keisel will bring a canopy; Jack Hammond will have separate table with teddy bears for sale – any proceeds from bear sale he will donate to the "Best Friend Society." Jack was thanked for all the items he recently donated to the sale.

c. **Bingo Night Report** – Mark: It was a fun night and thanked the board for their help; flyers, Facebook and newsletter were a great advertising help.

d. **Raffles** – Mary K: A "new" Dewalt hammer drill from Home Depot and a $549 grill from Larsen's Hardware have been donated. Both will be raffle items; raffle ticket sales to start at next yard sale and continue on to July 24th where the winner's names will be drawn. Because of its size, a poster will be made of the grill and displayed at all raffle sales. Dale Woolsey will pickup the grill from Larsen's and bring to the center to be stored. (note) Raffle ticket prices were discussed but no motion was taken: $1.00 per ticket or $5.00 for 6 tickets.

e. **Transportation** - Kelly: No report

f. **Facebook** – Cheryl: The page is getting new followers and posts being shared. She will try "Rant and Rave" page to get the information out to a lot more viewers.

10. Other business (new) – Mary K:

a. **Thank You Letters for building/Bingo night donations** are ready to go out. Fran Oldroyd will be preparing and sending letters.

b. **Keyed Doorknob** – Alvey Lumber donated a new keyed doorknob for board's use to secure storage in the building.

c. **Safe** – The board previously approved getting a safe to secure donations; however, Wendy Roberts was able to get a used safe from the remodel of the Flying J office and has donated it to the board. Kelly has already installed the safe in the building.

d. **Waive By-Law Requirement – Article V Section 2:** This by-law states a person cannot be employed at the senior center and be a member of the advisory board at the same time. Frank stated a By-Law requirement cannot be waived; he stated this person would have to resign while employed. Beth Merayo made a motion as to the following: (1) resign from the board during temporary employment period, (2) keep attending board meeting in a voluntary capacity but have no voting privileges, (3) board reinstate to full board status when employment ends. Jerry Howell seconded the motion. All voting was affirmative. Motion carried.

I. **Adjournment:** Motion for adjournment was called. Freida Keisel made motion to adjourn. Fran Oldroyd seconded the motion. All votes were in favor. Motion carried.

Next Meeting: May 12, 2026

Minutes prepared by Susan Outzen

Next agenda items: Venmo, Utah Public Notice Website posting