



SENIOR ADVISORY BOARD MINUTES

Monday, November 16, 2009

**City Hall Conference Room
4000 Main Street
Rowlett, TX**

Present: Bobbie Jo Kelly, Susan Turek, Clarence James, Fred Cares, Jerome Grossie, Bonnie Patterson, Bob Landrum, Mavis Graham

Staff: Heath Olinger, Recreation Manager; Dianne Zachary, Sr. Administrative Assistant

1. The Chair called the meeting to order at 10:00 a.m.
2. Dianne Zachary administered the Oath of Office and the Statement of Elected/Appointed Officer to the newly appointed member, Mavis Graham.
3. Chair officially introduced New Board Member.
4. The minutes October 19, 2009 meeting were unanimous approve following a motion by Susan Turek that was seconded by Bob Landrum.
5. Presentation by City Attorney David Berman regarding the Board working with non-profit organizations.

Mr. Berman explained that board members are not liable for personal law suit. No members of the board have the authority to sign contracts for the City.

You have the ability as an advisory board to recommend to the Council, but not to accept donations on behalf of the City. Recommend that the City Council accept the gift. Recommendations are made by motions, seconds and votes at official meeting. Gifts may not be tax deductible.

A benefit for have the non-profit Senior Citizens of Rowlett Organization (SCOR) will allow contributions that are tax deductible. A 5013c can be an association, a corporation, a partnership, etc. An association is much less informal. Having a corporation form of organization is a shield against individual liability. The downside of a corporation would be that minutes must be kept, document filing with secretary of state every year, etc. It is much easier to be an association.



A member of the Senior Advisory Board may also be in SCOR. In matters that may come before the board, a board member's first allegiance will be to the city and the board, not to the outside organization. Members must abstain from voting if there is a Chapter 171 Local Government Code conflict of interest, i.e.

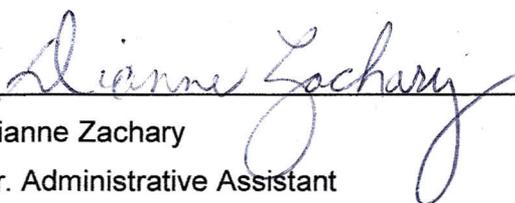
- If personal real estate with a value of \$2,500 or more is to be considered on the agenda, board members have an obligation to abstain and file an affidavit with City Secretary's office before the meeting date.
- If board members have 10% or more voting stock and/or profits in the property in question on the agenda, they must file affidavit with the City Secretary.

Bobbie Jo Kelly asked the city attorney if the new Senior Advisory Board goal # 6 that states, "Develop a volunteer group to help seniors with tasks on property or home", would present a liability problem for board members. Mr. Berman sees potential for liability or suit. If the project is for only the SAB members, it falls within the scope and enjoys certain exemption from liability. If this is a council approved project, it should be covered by TML insurance. However, if the SAB is recruiting volunteers to help with the projects under goal #6, the individual volunteers may be held liable but not the Board. It would be best to have volunteers sign a release form prior to serving, but this would not cover gross negligence. Mr. Berman suggested the board should develop relationships with local businesses for volunteering services on a short term, small job basis, such as plumbers, electricians, etc. Donations of services would be the best route to take.

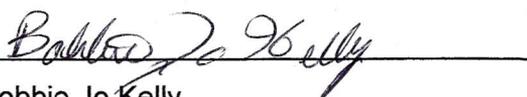
Kathy Cockcroft, Library Director for the City of Rowlett, shared information about Friends of the Library, a 5013c organization. They give the library a large donation each year that Ms. Cockcroft takes to the Council for acceptance. Others may donate directly to the Friends of the Library, who then make a donation to the Library through Council. All donations are used for library programs. This board meets in the library conference room.

6. Chair Bobbie Jo Kelly appointed a subcommittee to plan the Senior Health Expo. Susan Turek, Jerry Grossie, Clarence James, Gaylyn Beckham, Larry Beckham and Lawanda Brownlow will work on the exposition that will take place next year.
7. The Chair emailed the board concerning a potential Creative Writing Class for seniors and asked for those who are interested to contact her. There are enough people interested to offer the class next year.

8. Heath Olinger presented a proposed senior survey to the board for their opinions. It will be mailed to the senior population of Rowlett and be made available on the City website. Bonnie Patterson made a motion that the board take it home for consideration and discuss it at the next regular meeting. Susan Turek seconded the motion. The board voted unanimously to discuss the document at the next meeting. Email suggestions to Heath Olinger.
9. Heath distributed the Senior Budget Report. All senior trips must be 100% cost recovery. Instead of canceling a trip that is short a few people, all trip revenue is combined and helps to finance other trips. Staff looks across-the-board on trips in order to have more opportunities. Golden Classics are going to speak to some of their people about taking some of the trips and get back to Sandy Beffa, Recreation Coordinator.
10. Public Announcement. Members of the Board and/or staff may make announcements of local civic events. No member of the board may discuss nor take any action with regard to the announcements.
 - a. Wednesday, 11/18/09: Tea with Mimi at 10 a.m. Comedy Puppet Show.
 - b. Senior Holiday luncheon, December 8th, Sammy Walker will cater a traditional Thanksgiving Meal.
 - c. Holiday parade November 21.
 - d. Tree lighting, December 3.
11. Members of the board may request topics for future agenda meetings. No member of the board may discuss any of the requested subjects until such matter has been properly placed on a posted agenda.
12. Susan Turek made a motion to adjourn at 11:15 a.m. that was seconded by Clarence James. The vote was unanimous to adjourn.



Dianne Zachary
Sr. Administrative Assistant



Bobbie Jo Kelly
Senior Advisory Board Chair