



Simi Valley Council On Aging (COA) Annual Meeting

Monday, January 8, 2024
1:00 p.m.

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Agenda Review
4. Approval of Minutes
5. Report of COA Chair (Carol Martin)
6. City Representative Reports
 - a. City Council (Mike Judge and/or Elaine Litster)
 - b. City Manager's Office (Anna M. Medina)
 - c. Senior Center (Angel Sierra)
7. Presentations – None
8. Public Statements

This is the time reserved for individuals who wish to make public statements or comments on items within the subject matter and jurisdiction of the COA.
9. Informational Presentations
 - a. Wayne Templeton Volunteer of the Year Award (Ed Mazeika)
 - b. Introduction of Executive Board Candidates (Ed Mazeika)
 - c. Open election of COA Executive Board Members (Ed Mazeika)
10. Appointments - None
11. Officer, Liaison, Representative and Ad Hoc Committee Reports
 - a. Officer Reports
 1. Recording Secretary (Marie Hale)
 2. Corresponding Secretary (Janet Plant)
 3. Treasurer (Jeanie Mortensen, see attached)
 - b. Liaison Reports
 1. Housing Liaison (Bob Cottle)
 2. Financial Abuse Specialist Team (FAST) Liaison (Carol Martin)
 - c. COA - Representative Report
 1. VCAAA Representative (Al Brown)

Council On Aging Mission Statement
The mission of the Simi Valley Council On Aging is to identify and serve the needs of Simi Valley seniors through the advocacy, development, support, funding and implementation of programs, events and services that provide seniors with maximum independence, safety, security, health and quality of life.

- d. COA Ad Hoc Committees
 1. Community Senior Needs Assessment (Jeanie Mortensen)
 2. COA Dance Committee (Jean Cecil)
 3. Senior Nutrition Program (Ed Mazeika)
 4. COA Furniture Replacement Committee (Pete Stong)
 5. 50th Anniversary Celebration Committee (Janet Plant & Pete Stong)
 6. Bingo Bonanza (Ted Andrews)
 7. Wellness Expo (Pete Strong & Carol Martin)
12. Continued Business – None
13. New Business
 - a. Discussion/Action on a recommendation to the City Council to appoint the COA Executive Board candidates elected by the general membership
14. Announcements of Upcoming COA/Senior Center Events/Programs
 - a. COA Dance, Friday, January 12, 2024 - CANCELED
 - b. COA 50th Anniversary Celebration Kick-off, Wednesday, January 31, 2024
 - c. COA Dance Friday, February 8, 2024
15. Suggested agenda items for the COA meeting on Monday, February 12, 2024
16. Adjournment

/s/

Anna M. Medina
Deputy Community Services Director

If any individual has a disability that may require an accommodation to participate in this meeting, please contact the Simi Valley Senior Center at (805) 583-6363. Upon advance notification of the need for accommodation, reasonable arrangements will be made to provide accessibility to the meeting.

DRAFT MINUTES

1. Call to Order and Pledge of Allegiance - Carol Martin called the meeting to order at 1:00 p.m., and Robert Martin led the Pledge of Allegiance.
2. Roll Call - Marie Hale called Roll Call. Members present were Ted Andrews, Al Brown, Marie Hale, Carol Martin, Jeanie Mortensen, Janet Plant, Jeanne Schomaker, and Pete Stong. Marie Hale verified there was a quorum present.
3. Agenda Review - By consensus of the Executive Board, the agenda was approved as presented.
4. Approval of Minutes – Marie Hale moved to approve the minutes of the meeting on November 13, 2023, and Pete Stong seconded the motion. The motion passed unanimously.
5. Report of Council On Aging (COA) Chair

Carol Martin welcomed the audience to the meeting and thanked them for their participation. She stated that the November activities, including the Friendsgiving Lunch, Thanksgiving Eve Dinner, and the holiday shows, were all a success. She wished everyone a happy holiday season.

6. Representative Reports

- a. City Council

City Council Member Mike Judge announced that the IHOP restaurant at the former Coco's location should be open within the week. No new information is available on the proposed Amazon Fresh store. He also announced the recent renaming of the Iceoplex ice rink as the "Kings Iceoplex." The King's hockey team will utilize the arena for its youth league team.

City Council Member Elaine Litster announced that Assemblywoman Jacqui Irwin had secured \$2 million in funding for upgrades and improvements of the Rancho Simi Community Pool, including the locker room. The pool has been drained in preparation for the improvements. An audience member asked why power shutoffs during high wind events were more frequent in Simi Valley than in nearby areas like Porter Ranch. Council Member Litster replied that one possible reason is that the area in Porter Ranch is newer and has underground power poles. Council Member Litster also thanked the Senior Choir for their performance at a recent public event.

b. City Manager's Office

Anna Medina announced a few upcoming events at the Cultural Arts Center, such as "It's a Wonderful Life" live radio show, which runs through December 23, and an Elvis tribute concert on December 10, 2023. She also listed holiday closure dates for city facilities such as City Hall and the Library.

c. Senior Center

Community Services Manager Angel Sierra welcomed back Assistant Community Services Manager Robert Martin. Robert will work a condensed schedule on Monday, Wednesday, and Friday from 9:00 a.m. to 1:00 p.m.

Acting Management Assistant Candace Gray announced several upcoming programs at the Senior Center, including "Smart Phone Training" for both iPhones and Androids on December 12, 2023, "Diabetes Prevention," a year-long class starting on January 16, 2024, "Drive Smart - Age Well," presented by the California Highway Patrol on January 18, 2024, and "A Matter Of Balance," a six-week course beginning January 23, 2024.

7. Presentations – None.

8. Public Statements

Stephanie Erbe with the Simi Valley Library gave information on upcoming programs, including a Reading Challenge from January 1 to 31, 2024, a Master Gardener class on January 11, 2024, "Laughter at the Library" comedy show on January 18, 2024, and a "Living Authors" presentation of Jane Austin on January 25, 2024.

9. Informational Presentations – None.

10. Appointments – None.

11. Officer, Liaison, Representative and Ad Hoc Committee Reports

a. Officer Reports

1. Recording Secretary Marie Hale - No report.
2. Corresponding Secretary

Janet Plant sent a thank you letter for a \$5,000 donation from Sharon L. Smith.

3. Treasurer

Jeanie Mortensen reviewed some of the details of the treasurer reports included in the agenda packet. She researched the possibility of moving some funds into a high-interest savings account. Since the COA falls under the umbrella of the City and does not have its own tax ID number, the COA cannot move any funds out of U.S. Bank. However, they are able to transfer \$125,000 into a Certificate of Deposit (CD) at U.S Bank and plan to do that.

b. Liaison Reports

1. Housing Liaison - No report.

2. Financial Abuse Specialist Team (FAST) Liaison

Carol Martin reported the next scam discussion will be held on Wednesday, December 20, 2023, in the Multi-purpose Room during lunch. She announced that the holiday season is a common time for scammers to attempt scams by phone, text, and email. She advised all to visit charitywatch.org to verify a charity's legitimacy before making any donations. Council Member Judge stated there is a rise in gift card scams and offered tips on how to possibly avoid them.

c. COA - Representative Report

1. VCAAA Representative

Al Brown reported that the Advisory Committee did not meet last month; however, one of the committees is looking into improving bus service between Simi Valley and Ventura and Simi Valley and the Los Angeles area.

d. COA Ad Hoc Committees

1. Community Senior Needs Assessment

Jeanie Mortensen reported that she is currently preparing the Needs Assessment Survey results that will go to the City Council.

2. Dance Committee

Jean Cecil reported that the New Year's Celebration Dance on December 29, 2023, is sold out and no walk-ins will be allowed. The dance will include a catered dinner. The January dance is canceled.

3. Wellness Expo Committee

Pete Stong reminded the audience that the Expo is scheduled for Wednesday, May 15, 2024, from 8:00 a.m. until 12:00 p.m. in the City Hall Civic Center courtyard.

4. 50th Anniversary Celebration Committee

Janet Plant reported that the committee has ordered commemorative pins, banners, and decorations and has made a video celebrating the COA's last 50 years. Pete Stong gave a shout-out to Ms. Plant for her professionally written script. The Kick-off event is on Wednesday, January 31, 2024, in the Multi-purpose Room at the Senior Center from 2:00 p.m. to 4:00 p.m.

5. Strategic Planning Committee – No report.

6. Bingo Software Review Committee

Ted Andrews reported that he and Gene Hayden visited St. Peter Claver to look at their Bingo equipment, but their system costs more than what the COA has budgeted. Mr. Andrews said he and Robert Martin plan to meet with a bingo supplier to discuss options.

12. Continued Business – None.

13. New Business

- a. Discussion/Action on a request to increase the Fiscal Year 2023-24 dance budget by \$2,700.

Janet Plant made the motion to accept the request for an additional \$2,700 for the COA dance budget. Pete Stong seconded the motion.

During the discussion, Treasurer Jeanie Mortensen indicated that after further review, the dance committee's needs could be covered with a budget increase of only \$1,700.

Janet Plant amended her motion to accept the request to increase the COA dance budget by \$1,700. Ted Andrews seconded the amended motion. There was no further discussion.

Audience vote: 9 Ayes 0 Nays 0 Abstentions

Executive Board Vote: 8 Ayes 0 Nays 0 Abstentions

The motion was approved.

14. Announcements of Upcoming COA/Senior Center Events/Programs

- a. COA New Year's Celebration Dance, December 29, 2023
- b. COA Executive Board Elections, January 8, 2024

Ed Mazeika reported that there are eight applicants for the five vacant Executive Board positions. Elections will be held during the meeting on January 8, 2024. Applicants are welcome to make a short statement about their interest in serving on the Board during that meeting.

- c. Wayne Templeton Volunteer of the Year Award, January 8, 2024
- d. 50th Anniversary Kick-off Event, January 31, 2024

15. Suggested agenda items for the COA meeting on Monday, January 8, 2024, at 1:00 p.m.

No suggested items.

16. Adjournment - Carol Martin adjourned the meeting at 1:47 p.m.



MEMORANDUM

DATE: January 8, 2024
TO: Simi Valley Council On Aging
FROM: Jeanie Mortensen, Council On Aging Treasurer
SUBJECT: PROFIT AND LOSS AND BALANCE SHEET SUMMARY

The Profit and Loss (P&L) reports (attached) are a summary of the Council on Aging's (COA) total income and expenses for the period from November 29, 2023, to December 12, 2023, and Year-to-date (YTD).

During the current period, the COA received \$946.14 in contributions from various sources, including \$380 in donations for Meals On Wheels, \$118 from Friday Bingo, \$259 in donations and ticket sales from the Drama Club's Christmas Show, and \$44.77 from coffee donations.

Also, during this period, the COA incurred expenses in the amount of \$5,307.84, which included COA Bookkeeper services, meal site entertainment, New Year's Celebration Dance food, a donation to the RSRPD 50+ Community Games, and supplies and coffee for the coffee service.

November 29, 2023, to December 12, 2023 – Profit and Loss

REVENUES:	\$ 946.14
EXPENSES:	\$ <u>5,307.84</u>
NET INCOME:	\$ (4,361.70)

July 1, 2023, to December 12, 2023 – YTD Profit & Loss:

REVENUES:	\$ 27,747.19
EXPENSES:	\$ <u>25,263.54</u>
NET INCOME:	\$ 2,483.65

December 12, 2023 – Balance Sheet:

The December 12, 2023, Balance Sheet (attached) shows the COA's financial solvency with \$475,859.15 in assets and no liabilities.

The COA Treasurer and staff will be available to answer any questions at the January 8, 2024, meeting.

Simi Valley Council On Aging
Profit & Loss
November 29 through December 12, 2023

	Nov 29 - Dec 12, 2023
Income	
4 · Contributed Support	
4010 · Individual Contribution	380.00
4020 · Designated Contribution	118.00
Total 4 · Contributed Support	498.00
5 · Earned Revenues	
5310 · Investment - Interest Gains	19.37
5490 · Miscellaneous Revenue	227.77
5560 · Ticket Sales	201.00
Total 5 · Earned Revenues	448.14
Total Income	946.14
 Expense	
7200 · Contract Services	
7540 · Professional Services	260.00
Total 7200 · Contract Services	260.00
8100 · Operating Expenses	
8110 · Supplies	21.63
Total 8100 · Operating Expenses	21.63
8500 · Program Expenses	
8510 · Supplies	30.00
8512 · Food	4,341.21
8535 · Community/Club Support	500.00
8580 · Musicians & Bands	155.00
Total 8500 · Program Expenses	5,026.21
Total Expense	5,307.84
 Net Income	 -4,361.70

Simi Valley Council On Aging
Profit & Loss
July 1 through December 12, 2023

	<u>Jul 1 - Dec 12, 2023</u>
Income	
4 · Contributed Support	
4010 · Individual Contribution	5,684.00
4015 · Business Contribution	5,000.00
4020 · Designated Contribution	1,469.05
Total 4 · Contributed Support	<u>12,153.05</u>
5 · Earned Revenues	
5310 · Investment - Interest Gains	754.71
5490 · Miscellaneous Revenue	1,315.43
5560 · Ticket Sales	9,884.00
5580 · Table Reservations	3,640.00
Total 5 · Earned Revenues	<u>15,594.14</u>
Total Income	<u>27,747.19</u>
Expense	
7200 · Contract Services	
7540 · Professional Services	1,590.00
Total 7200 · Contract Services	<u>1,590.00</u>
8100 · Operating Expenses	
8110 · Supplies	949.64
8112 · Food	-33.47
8120 · Advertising	124.93
8125 · Video Rentals	75.27
8135 · Investment - Int. Loss/Charges	1,417.31
8160 · Equipment Maintenance	94.98
8165 · Equipment Purchase	601.16
Total 8100 · Operating Expenses	<u>3,229.82</u>
8500 · Program Expenses	
8510 · Supplies	3,126.23
8512 · Food	8,477.42
8520 · Advertising	25.07
8535 · Community/Club Support	3,500.00
8560 · Prizes	1,700.00
8580 · Musicians & Bands	3,490.00
8590 · Special Expenses	125.00
Total 8500 · Program Expenses	<u>20,443.72</u>
Total Expense	<u>25,263.54</u>
Net Income	<u>2,483.65</u>

Simi Valley Council On Aging
Balance Sheet
As of December 12, 2023

Dec 12, 2023

ASSETS

Current Assets

Checking/Savings

1105 · U.S. Bank Savings (1105) 235,740.18

5601 · U.S. Bank Checking (5601) 213,372.10

Total Checking/Savings 449,112.28

Accounts Receivable

11000 · Accounts Receivable 894.71

Total Accounts Receivable 894.71

Total Current Assets 450,006.99

Other Assets

9601 · VCCF Endowment Fund 25,852.16

Total Other Assets 25,852.16

TOTAL ASSETS **475,859.15**

LIABILITIES & EQUITY

Equity

30000 · Opening Balance Equity 390,734.23

32000 · Unrestricted Net Assets 82,641.27

Net Income 2,483.65

Total Equity 475,859.15

TOTAL LIABILITIES & EQUITY **475,859.15**