

## West Ashley Senior Services Coordinating Committee (WASSCC)

18 May 2011

Attendees: Aubry Alexander, Jennifer Brown, Terry Brown, Christine Destefano, Christine Durant, Bill Greenhill, Diane Hamilton, Dave Harris, Janet Schumacher, Brenda Smith, Carolee Williams, Tom Witman.

Location: The meeting took place at Bees Ferry Landing Recreation Complex.

Aubry Alexander opened the meeting.

### Special Event-Community Forum

Dave Harris presented a written report of the updated plans for the "West Ashley Seniors Spring into Summer" special event to be held on 31 May 2011 in the WA High School auditorium from 3:30 p.m. to 6 p.m. **WASSCC members who are attending/assisting with the event are asked to report at 3 p.m.**

The objectives are: explanation of the virtual senior center, keep seniors connected to the WASSCC project, and to "bring folks out". Organizations on the virtual senior center will have display/interaction tables, Ken Burger will have a table with his books for sale/signatures, a computer projection system will display the virtual senior center and a program will be presented in the auditorium. The timeline will be as follows:

3:30-4:00 Registration, visit display tables, music by Dan Stern (D-J)

4:00-5:00 Program Presentation

4:00 Introduction and update/status of the WA Senior Center (Colleen Condon and Aubry Alexander).

4:15 Presentation and explanation of the virtual senior center (Ronecca Watkins and Tom Witman).

4:30 Guest Speaker - Ken Berger

5:00-6:30 Refreshments, visit display tables, music/D-J.

Tables planned at this time: AARP (Bill Greenhill/Brenda Smith), Center for Creative Retirement (Jan Harman), Charleston County (Linda Slater), JCC (Ronecca Watkins), TAAA (Vonie Gilreath), City of Charleston (Vonie Gilreath), Book Signing-Ken Burger.

In support of publicity Jan Harman will handle postcards, Brenda Smith will make calls to those on the consolidated contact list with telephone numbers, Colleen Condon will contact those with email addresses as well as call retail organizations for donations, Janet Schumacher will coordinate TV/radio, and Laurie Yarbrough will contact neighborhood committees. Press release is going out today, 18 May.

Parking will be managed by Laurie Yarbrough; registration by Diane Hamilton; facilities, equipment and set-up by Bill Greenhill and Brenda Smith; and greeters are being arranged.

Refreshments are being coordinated by Jane Jabbour, but WASSCC members are encouraged to bring additional food.

The next community special event following the May "Spring into Summer" event will be scheduled for October 2011.

## Site Selection

Carolee Williams reported that the RFP (Request For Proposal) will be announced Monday, 23 May 2011. The RFP will be mailed to known interested parties, published on various websites (City, County, WASSCC, etc.), and even made available nationally through the National Council on Aging. All organizations/entities are open for proposals and there will be a 90 day response time. All questions by applicants must be submitted by 8 July, and all applications must be submitted by 26 August. Aubry stated that once the applications have been received the review committee will move into action but will need to take whatever time it requires to make a thorough review and proper selection.

## Fiscal Management

Aubry announced that the City of Charleston had approved \$100 for the "Spring Into Summer" event and this generated a review of the matter of fiscal management.

Janet Schumacher was designated WASSCC Treasurer. Janet reminded everyone that TAAA has agreed to be the WASSCC Fiscal Agent. This means they will keep out checkbook, but as a 501(c)(3) agency donations made to TAAA on WASSCC's behalf can be claimed as a tax deduction for federal tax purposes.

It was agreed that as Treasurer, all donations will be given/sent to Janet for transport to TAAA, and in like manner all bills to be paid by WASSCC out of the TAAA checking account will be given/sent to Janet for payment.

It was recommended and agreed that all donations will be recognized with a thank-you note on WASSCC letterhead with the amount donated cited in the note.

Next Meeting: Wednesday, 15 June 2011, 0930-1100, Sunflower Cafe, 23667 Ashley River Rd.



**{Note that the meeting place is different and is not the Sunfire Restaurant}**