

West Ashley Senior Services Coordinating Committee (WASSCC)

23 February 2011

Attendees: Aubry Alexander, Elizabeth Bernat, Jennifer Brown, Terry Brown, Colleen Condon, Vonie Gilreath, Bill Greenhill, Leonard Higgins, Vic Rawl, Janet Schumacher, Linda Slater, Brenda Smith, Lyudmila Sobchuk, Ronneca Watkins, Carolee Williams, Tom Witman, Laurie Yarbrough.

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

Colleen Condon opened the meeting with introductions and welcome to our newest member, Leonard Higgins, Jr.

Site Selection/Team Selection

It was reported that the RFP (Request For Proposal) was complete and will be published on various websites (City, County, WASSCC, etc.) in March and will be open to all organizations/entities for proposals. The RFP responses are requested to address various aspects of the WA Senior Center project to include land/site offers, management services, fundraising, long-term funding/operational support, and community collaboration. Interested organizations/entities will have 90 days from the day of publication to submit a proposal. All proposals will be reviewed by a Review Team consisting of the following members: County Council Members Colleen Condon and Vic Rawl, City Council Members Aubry Alexander and Dudley Gregorie, and Site Selection Committee Member Terry Brown. The Review Team will present the recommended proposal to both County and City Council for approval. The selected/approved proposal/organization will be directed to work with the WASSCC, County Council and City Council in the development of the WA Senior Center.

It was explained that the process for requesting proposals was selected over the process for requesting bids in that the proposal process permits negotiation with applicants, while the bid process does not provide the flexibility of negotiation.

Working on Our Next Special Event

It was unanimously agreed that special events that keep the community engaged in the WA Senior Center planning and development process should be continued. After considerable discussion **it was moved and approved unanimously that the next event should be planned for May (older American's month) and that focus should be on the virtual senior center;** as before the event should be scheduled for late afternoon. It was also agreed that planning for this event should continue to reside with the Special Events Committee chaired by Dave Harris. Vic Rawl and William Greenhill volunteered to join the previously established Special Events Committee membership. Given the computer based nature of the virtual senior center, it became clear that the venue for such an event would require multiple computer stations and support for a PowerPoint/live link presentation. Many venues were discussed, but the West Ashley High School seemed the best. Contact will be made with the principal to explore this possibility (I believe by Brenda Smith).

Virtual Senior Center

Ronneca Watkins confirmed (as reported at the last meeting) that the mechanism for the establishment of the WA Virtual Senior Center was in place and that the website is up and viewable at www.seniorcenter.charlestoncounty.org. Ronneca stated that since the last WASSCC meeting, the virtual senior center committee has met twice, appointed Ronneca as Chair and Tom Witman as Webmaster, created and adopted a website inclusion policy (copy available from Ronneca), and that a "soft" launch

was scheduled for 1 March 2011. Tom informed the group that the email to contact the Webmaster and to submit material for inclusion on the website was washleysrcenter@yahoo.com. The email address is password protected and that password is "coleen".

The web page operational policy presented by the Virtual Senior Center Committee was moved and approved unanimously.

Communications/Membership

Terry Brown reminded everyone that the consolidated contact list was complete to date but that there are lots of blanks regarding information not provided and lots of questions about accuracy of names because of the inability to read handwriting. The list was sent out electronically to everyone and if anyone has corrections or additions regarding the questionable names or blanks please send that information to Terry.

It was suggested and agreed upon that the best way to improve the contact list would be to contact those on the contact list using an email for those for whom we have email address and by phone for those for whom we only have phone numbers. We could use this contact opportunity not only to improve the contact list, but to keep folks engaged and to advise them to look for further information on our May special/community event. Brenda Smith agreed to make the phone calls, but anyone who might like to help her is invited to contact her. Colleen suggested that the contacts with email address be uploaded to her Constant Contact account and having done that she will send out the contact email. Colleen and Terry will get together to accomplish the upload. It was then generally agreed that we would try to complete all the contacts (phone and email) within the next 45 days.

Formalization of the WASSCC Organization (?)

Once again the question was raised as to the need for the WASSCC to adopt a formal organization structure to include making application to become a 501(c)(3) organization. Following considerable discussion the following actions were accomplished.

1. It was **moved and approved unanimously to adopt an "informal" organization structure but not apply for 501(c)(3) standing at this time.** It was generally understood that the cost, effort and legal issues related to applying for 501(c)(3) far outweighed the need for such a status at this time. The RFP process and outcome will eventually point to when it will be more appropriate and feasible to apply for 501(c)(3) recognition.

2. It was **moved and approved unanimously that the membership of the WASSCC would consist of those individuals whose names presently appear on the 23 February 2011 WASSCC Membership Roster.**

3. It was **moved and approved unanimously that the officers of the WASSCC would be President, Vice President, Treasurer and Secretary and that an election to fill those offices will be held at the next scheduled WASSCC meeting.** It was suggested and accepted that all notices sent out to the membership prior to the next meeting highlight the fact of the upcoming election.

4. It was agreed by consensus that the WASSCC should identify an existing 501(c)(3) organization that would be willing to serve as the WASSCC's fiscal agent so that donations to the WASSCC can be properly accepted and managed. Janet Schumacher and Linda Slater volunteered to investigate the matter of a fiscal agent.

Next Meeting: Wednesday, 23 March 2011, 0930-1100, Bees Ferry Landing Recreation Complex.

