

The Rapid City Common Council shall approve all members of the Black Hills RSVP Community Advisory Council.

In addition to the 8 members of the Community Advisory Council, the RSVP Manager and the City of Rapid City Representative shall be non-voting members of the RSVP Advisory Council who may not serve as officers of the Community Advisory Council.

#### Section B. Duties

The Community Advisory Council members may assist the Black Hills RSVP by:

- Assessing community needs,
- Supporting the development of a service ethic in the community,
- Advising on volunteer recruitment, retention and recognition strategies,
- Linking the project with other community service resources,
- Assisting the project in gaining increased visibility and recognition in the community,
- Advising on how trends in the community are affecting seniors.

The Community Advisory Council shall participate in fund raising and non-federal resource development by seeking and soliciting donations, grants, and/or funding from public or private sources.

#### Section C. Meetings

Regular meetings of the Community Advisory Council shall be held at least quarterly, at regular intervals. The schedule for regular meetings shall be set by vote of the majority of the Advisory Council at the annual meeting.

Attendance at meetings is required for continued membership. Any member that has 3 unexcused absences may be removed from the Council by a vote of the membership.

One half of the current membership shall constitute a quorum.

#### Section D. Officers

Officers shall be a Chairman and Vice-Chairman to be elected at the annual meeting of the Community Advisory meeting for a term of one year. The office of Secretary shall be held by the RSVP Secretary/Staff position.

The Executive Committee shall consist of the Chairman, Vice-Chairman, and the presiding officers of any other standing committees which may be established.

### ARTICLE VI AMENDMENTS

These By-Laws may be amended by a majority vote of the Community Advisory Council at any regular meeting.

## BY – LAWS

### BLACK HILLS RETIRED SENIOR VOLUNTEER PROGRAM RAPID CITY, SOUTH DAKOTA AS AMENDED November 4, 2010 and June 8, 2018

#### ARTICLE I NAME

The name of the program shall be the Black Hills Retired Senior Volunteer Program located in Rapid City, South Dakota.

#### ARTICLE II PURPOSE

The Corporation of National and Community Service provides grants to qualified agencies and organizations to fund the Retired Senior Volunteer Program for the dual purpose of engaging persons 55 and older in volunteer service to meet critical community needs; and to provide a high quality experience that will enrich the lives of volunteers.

#### ARTICLE III COOPERATIVE RELATIONSHIP

Black Hills RSVP shall work to maintain cooperative relationships and partnerships with other senior serving organizations with emphasis on sister programs funded through the Corporation of National and Community Service.

#### ARTICLE IV COMMUNITY ADVISORY GROUP

In accordance with federal regulations, the City of Rapid City (as the sponsor of the Black Hills Retired Senior Volunteer Program) shall maintain a Community Advisory Council.

##### Section A. Membership

Federal Regulations require that the Black Hills RSVP Community Advisory Council have membership that includes members who are:

- Knowledgeable of human and social needs of the community;
- Competent in the field of community service and volunteerism;
- Capable of helping the sponsor meet its administrative and program responsibilities including project assessment, fund-raising, publicity and programming for impact;
- Interested in and knowledgeable about the capability of older adults; and
- Reflective of the demographics of the service area.

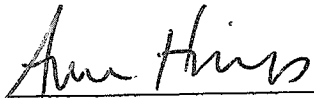
The Community Advisory Council shall be made up of 8 members who collectively meet the above qualifications. The terms of the members shall be for three years, however shorter appointments may be made if necessary to allow for staggered terms so that no more than three members' terms expire in any given year. Vacancies shall be filled for the unexpired term only.

Adopted this 8 day of June, 2018

BLACK HILLS RSVP COMMUNITY ADVISORY  
COUNCIL

  
Chair

ATTEST

  
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RSVP Manager

## **AC MINUTES RECORDED Friday, June 8th, 2018**

**PRESENT:** Laura Dyer, Addie Kalmbach, Marty Miracle, Doris Ann Werlinger

**ALSO PRESENT:** Ann Hines, Dave Yuhas

**ABSENT:**

Ann Hines called the meeting to order

Attendance was taken. It was determined that there was a quorum.

There were no meeting minutes to approve

Volunteer Summary and Financial Reports were reviewed.

**NOMINATIONS REPORT FOR NEW AC MEMBERS:** We have two new Advisory Council members, Laura Dyer and Marty Miracle. Their Advisory Council applications has been approved by City Council. Laura is the owner of Home Instead Senior Care in Rapid City and is very involved in the community. Laura has experience helping and supporting multiple fundraisers, and she also brings with her vast knowledge of the senior community. Marty has recently moved back to the Rapid City area, and has serviced on a Retired Senior Volunteer Program council in Phoenix AZ for many years and is familiar with the program. We are excited to have them be a part of our Advisory Council.

### **PROJECT REPORT:**

- With the recent changes to the Advisory Council a new chairperson/president needs to be elected. Addie Kalmbach nominated Doris Ann Werlinger as chairperson/president. A motion was made by Addie Kalmbach for Doris Ann Werlinger to act as chairperson/president, Marty Miracle seconded the motion, motion passed.
- It was also decided that instead of electing a vice chair/president at this time either Dave Yuhas or Ann Hines will act in place of the president if there is a time when the president was unable to attend the meetings.
- The seated Advisory Council members had a chance to review the new bylaws, and Doris Ann Werlinger made a motion to pass the bylaws, Addie Kalmbach seconded the motion, motion passed. Doris Ann Werlinger and Ann Hines will sign the bylaws.
- The recognition dinner is set for Thursday, September 13<sup>th</sup> at Canyon Lake Senior Center. The idea was discussed about having a luncheon instead of a dinner, and Michael at Canyon Lake Senior Center was able to move some things around to make this possible. The council decided that a luncheon would be a good idea. The event will take place from 12:00pm – 2:00pm. On the menu will be soup, sandwiches, cake and lemonade and water. Doris Ann is going to talk to the Sandwich Shop in the mall about possibly donating the food or at least offering a discount. Dave will make the soup, and will call Jerry Cakes and Donuts to see if they will give us a discount on a sheet cake or two. Ann will reach out to KFC about the drinks, and will see if the Bob Grimm band would be available to play some background music.

### **RESOURCE DEVELOPMENT ACTIVITIES:**

- Dave handed out the RSVP+ budget for the calendar year January 2018 – December 2019. He will provide a half year report in July.
- We received an invitation to apply for a grant through the Gwendolyn Stearns foundation. Dave will be working on the grant request which is due the end of July. Dave is also looking into applying for funding from the Vucurevich foundation. He will pass along any information as it becomes available.
- The golf tournament is tentatively scheduled for September 21<sup>st</sup> and the council discussed if they thought they could pull off the tournament. With the changes to the organization and the advisory council the council does not think they have the resources to pull off a successful tournament. They would rather focus on a different fundraising event that would take place in the fall or winter. Marty Miracle made a motion to not have a golf tournament this year, Addie Kalmbach seconded the motion, motion passed.
- RSVP+ will be doing a fundraising event at Pizza Rach on Tuesday, July 3<sup>rd</sup>. Volunteers and Advisory Council members will clear tables for tips. The event starts at 4:30. Laura will help get tip jars together and the office will get a sign made.
- Our next meeting will be on Friday, June 29<sup>th</sup> at 2:00pm at the RSVP+ Office.

**SCP & VISTA:** No update.

**Marty Miracle made a motion to adjourn, Addie Kalmbach seconded the motion, motion passed.**

The next Meeting will be Friday, June 29th, 2:00 p.m. at the RSVP+ Office, 333 6<sup>th</sup> Street.

**Minutes submitted by: Ann Hines, RSVP Manager**