

1 ANCHORAGE SENIOR CENTER
2 ANCHOR-AGE CENTER
3 Board of Directors Meeting – March 9, 2011
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6 Board Members present: Bill Mans, Chair, Eddie Nelson, Vice Chair, Jim Garrigues, Liz Lang,
7 Marcella Vreeland, Fritz Pellum, Peggy Hackett, Secretary
8 Board Excused: Joan McKinnon, Tonja Woelber, Jeanne Edwards, Treasurer, Aletha Henri
9 Staff: Cathy Lee, Executive Director, Jan Knutson, Director of Legacy Planning, Keith Green, Acting
10 Chair, Endowment Trust Fund
11 Municipality Representative: Lynda Meyer
12 Guests: John Van Hoesen, Al Sundquist
13

14 The meeting was called to order by Chair Bill Mans at 10:03 AM.
15

16 After Jan pointed out that Ms. Porter's name is spelled "Marion" rather than "Marian," the February
17 minutes were accepted pending changes. The Chair asked members to make notes if anyone sees
18 something that could be changed or updated in the current By-laws or the Standing Rules to share with
19 the By-laws Committee in the next few months. If an immediate change seems to be urgent, it could be
20 taken care of immediately.
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22 **Reports:**
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24 Bylaws and Standing Rules: Nothing new.

25 Grievance: One is in process, which will be discussed in executive session.

26 Policies and Procedures: Nothing new.

27 Nominations, including the status of a new committee: Nothing new.

28 Strategic Planning: Meeting yesterday; no feedback yet.

29 Membership: Eddie mentioned that Maria is doing a great job, is still working on putting together
30 packets including a ton of information, and she deserves great praise.

31 Secretary: Peggy asked for suggestions for a farewell gift for the Cacys. Jan said that the Endowment
32 Fund will be putting together an album of photographs for the couple, and Bill said he'll check with
33 others around the Center about plans to honor these stalwart volunteers.

34 Treasurer: Bill reported that Myrna, as Acting Chair of the Finance Committee, held a meeting, during
35 which no major concerns were mentioned. The Center had a good January, and it appears that it has
36 \$17,800 positive retained earnings for the month, providing a bit of a cushion when the Arctic Rose is
37 closed in August. Fritz inquired whether the money is in an interest-bearing account. The Chair
38 responded that the way the Center's cash flow operates, \$17,000 is not a great deal of money. If
39 payment from Kids Corps was even a week late, there could be a potential cash flow problem in some
40 months.
41

42 It was **MOVED** by Fritz, **SECONDED** by Peggy that the finance report be accepted as presented;
43 passed unanimously.
44

45 **Fund Raising:** The Chair stated that a total of \$40,000 worth of pins were sold and Rainy expected a
46 \$4,000-\$5,000 net gain, although the accounting has not yet been closed out.
47

48 **Executive Director:** Cathy's report is attached. She mentioned that one attendee at the Victorian
49 Mother-Daughter Tea mentioned that this is the only mother-daughter event in the Rondy. After
50 repairs to the blue van used for Kids Corps deliveries, the mechanic thought it would be in service for
51 another 100,000 miles. The Center will have the assistance of a student intern from Charter College.
52 Fritz asked about a security system for the Center, and Cathy said that the system might be purchased if

53 there is enough money remaining in the State grant which was received last year. Security is on the list
54 after the new, improved phone system is installed.
55

56 **Endowment Trust:** Keith Green of Morgan Stanley Smith Barney filled in for Hal Wolverton. He's
57 been working for the Endowment Trust for several years. As of the end of February, the Trust has
58 \$2,683,527. In terms of an asset allocation, normally the Trust has 70% in equity and 30% in cash.
59 With the market rally, it has roughly 70% in equities and 27% in fixed, with 3½ % in working cash.
60 The Trust is happy with the returns and meets frequently to discuss matters. Marcey asked that the
61 reports be produced with larger print, and Bill said he'll ask Catharine to do that. Bill added that the
62 Center has spent half a million dollars to sustain operations, as well as for expenses for the DLP. Keith
63 is also Chair of the Investment Committee. In answer to Marcey's query about Merrill's fee, Keith said
64 it's an annual fee, charged quarterly. Bill reminded that the same question had been asked at the last
65 meeting. The brokerage fee is 1¼%, with \$31,562 being the amount charged in 2009; the figure
66 appears in the minutes under "Endowment Report." It's a low fee for the size of the Endowment Fund.
67

68 Since it was close to 11:00, Jan suggested that the Chair check with the guests before she began her
69 presentation, but neither had any remarks to make.
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71 Jan thanks the Membership Committee and Maria Jones for adding to the 2011 membership form a line
72 asking about donations to operations or the Endowment Fund. Seven members who renewed or took
73 out a new membership made other donations, ranging from \$20 to \$250.00. Ann Campbell of Alaska
74 Business Monthly and one of the Trustees, and Jan approached Geneva Woods Pharmacy about
75 funding the quarterly 90+ luncheons for a legacy gift that would be a matching grant for the 90+
76 honorariums. Working with Alaska Serigraphics, the pharmacy put in a rush order for 25 aprons with
77 the pharmacy's logo, to be available this month. In the letter of agreement, we're permitted to use the
78 aprons as long as needed, then we'll return them to the pharmacy, which is careful about the use of its
79 logo.
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81 On the last page of the packet, there is a legacy column providing a preview of what will appear in the
82 Senior Borealis. Board members can use it as a reference when they're asked about the Endowment, or
83 if someone is considering making a gift to the legacy. The April issue is a summary of the 25th
84 anniversary. April is Volunteer Month, and there's a tribute to Hal, Keith and newest members. June
85 1, 2010 was the 25th anniversary of the signing of the Endowment Trust agreement. Anyone wishing to
86 be named on the quilt for the 25th anniversary, to be unveiled at the luncheon this coming June 1, must
87 get his or her pledge to Jan immediately.
88

89 **Municipality:** Linda said that she and Cathy meet regularly on planning and Center issues, forming a
90 strong partnership. Last week, they prioritized \$100,000 worth of equipment. Property Facilities and
91 Management has been contacted regarding electrical/telephonic upgrades; about 55% of the specs have
92 been done and PF&M will call a meeting next week to look at the specs. The generator is coming
93 along, coming in under cost, surprisingly, and it might be installed in May. The kitchen hood and floor
94 replacement work will be done in August. The Senior Commission had a very positive meeting with
95 the Mayor, who needs to be educated about senior demographics.
96

97 Older Americans Month will be celebrated in Anchorage on May 5 with an appearance by a nationally-
98 known gerontologist, thanks to a tip Jan gave us, assisted by a partnership with Merrill Lynch.
99

100 The stratplan, last updated in 2007, is a vital portion of the array of delivering services to seniors and
101 the sustainability of the program. Myrna is having difficulty pulling together a viable committee, into
102 which she has put a tremendous amount of her time and effort. The next step, now that there are
103 minutes, is to look at what was done with the last stratplan. The action portion might differ. Board
104 members are asked to look at the last stratplan, particularly Goals and Objectives. The board could
105 consider bringing in someone outside the organization, who might see more clearly and objectively

106 what has and hasn't been done, and what more needs to be done. Swank House is among the items to
107 be considered. Lynda doesn't have a vote on the stratplan, but she is committed to working with the
108 Committee. She loves the center and sees it as integral to providing a good life for all in the city. Bill
109 stated that Myrna has been working hard on this committee as well as on the Finance committee and
110 he'll personally pass on to Myrna Lynda's comments.

111
112 **New Business:** The Chair stated that the Bylaws require the Board to approve any kind of contract
113 prior to signature, so he thought it would be prudent to have the Board pre-approve a catering contract
114 for which we're bidding because a delay in order to gather the Board might result in our losing the bid
115 if ASAC is selected by Anchorage School District (ASD).

116
117 Cathy said that for nine days in the summer, the ASD has a Senior Academy for teachers to provide
118 professional development. The Center has submitted a proposal to provide a total of 6,000 meals in
119 that time period. After some discussion, **FRITZ** moved, seconded by **LIZ**, that the Board pre-approve
120 this contract. The Chair said that if there are questions or concerns in future, they could be discussed in
121 an executive session.

122
123 Regarding the Advisory Board, Karen Hunt passed along some resignations, as well as the names of
124 some who have not attended sessions for several years: Allison Mendel, Chancy Croft, Sally Archer,
125 Richard Gay, and Stephen Haycox. As part of the Center's accreditation, it is necessary to maintain an
126 active Advisory Board of no more than fifteen. **FRITZ** moved, seconded by **LIZ**, that the Board
127 accept the resignations of the aforementioned members of the Advisory Board. The motion passed.

128
129 **Announcements:** The Chair referred to the five-page document from The Foraker Group, previously
130 distributed, which contains good tips for effective non-profit board meetings. Foraker holds periodic
131 training sessions, and the Board will pay for any members interested in attending. Fritz and Eddie said
132 they'd like to go to the next such session. It might also be possible for someone from The Foraker
133 Group to come to the Center to give such training to all Board members.

134
135 Bill reported that Joan McKinnon has just returned from a hospital visit, and is now under Hospice
136 care. Bill will visit her after the meeting, since Joan wants to donate her Rony pins to the Center.

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138 **Executive Session:** **LIZ** moved, seconded by **FRITZ**, that the Board move into executive session; the
139 motion passed unanimously.

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141 The Board ended its executive session at 12:35 P.M.

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143 **LIZ** moved, seconded by **PEGGY** approval of the employee performance evaluation and the increase
144 in salary for the coming year for the Executive Director. The motion passed unanimously.

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147 The Chair adjourned the meeting at 12:40 P.M.

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152 Peggy Hackett, Secretary
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