

1 ANCHORAGE SENIOR ACTIVITY CENTER
2 ANCHOR-AGE CENTER, Inc.
3 Board of Directors Meeting
4 August 10, 2011
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8 Board Members present: Bill Mans, President; Eddie Nelson, Vice-President; Jeanne Edwards,
9 Treasurer; Peggy Hackett, Secretary; Marcey Vreeland; Tonja Woelber; Fritz Pellum; Liz Leng; Myrna
10 Johnston

11 Board Excused: Jim Garrigues

12 Staff: Cathy Lee, Executive Director, Anchorage Senior Activity Center; Hal Wolverton, Chair,
13 Endowment Trust Fund; Jan Knutson, Director of Legacy Planning

14 Municipality Representative Excused: Lynda Meyer

15 Guests: Sue Riehle; Al Sundquist; Wendell Lane; Maria James; Jackie Johnson; none wished to speak.
16

17 A quorum being present, the meeting was called to order by President Bill Mans at 10:00 A.M.
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19 The guests introduced themselves.
20

21 **Agenda approval** – The Agenda was approved as presented.
22

23 **Approval of July 13, 2011 Minutes** – The date for the open house (Line 96) was corrected, as was the
24 name of Stan Reitman (Line 113), after which **Peggy moved, seconded by Jeanne, acceptance of the**
25 **minutes as amended; the motion passed unanimously.**
26

27 **Reports** –
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29 Eddie stated that this meeting served as the first reading of the proposed changes to the Bylaws and
30 Standing Rules, to be voted on during “New Business”; Myrna referred Board members to the drafts in
31 their packets. The Grievance Committee had nothing to report.
32

33 **Policies and Procedures** – Marcey will discuss this under “New Business.”
34

35 **Nominations** – The packets contained a total of 10 completed forms, although Fritz was unaware that
36 he had been elected to a three-year term, and didn’t need to submit his form. Bill urged members to
37 keep in mind the Board’s need for candidates with a background in finance, legal and/or management,
38 urging members to mention those needs as well when talking with other members of the Center. More
39 background information will be available in the September Borealis as well at the Sept. 28 ice cream
40 social when candidates have an opportunity to meet and greet. Fritz asked whether anyone would be
41 named to fill the vacancy occurring after John van Hoesen’s resignation, but the President said he
42 didn’t think that there was enough time for an appointee to be brought up to speed in the two months
43 remaining before the October elections.
44

45 **Strategic Planning** – Although the Committee finalized the Strategic Plan on Aug. 2, the Chair hasn’t
46 produced the final copy yet. The completed Plan is fluid and subject to change at any time before it is
47 voted on during the Sept. 14, 2001 Board meeting.
48

49 **Membershp/Public Relations** – Maria discussed an opportunity to save \$1,000 on the cost of a third
50 touch screen to be installed at the back door if the Center allows advertising to be shown on it, with the
51 option to eliminate the ads. After a spirited discussion, it was decided that complete information and
52 documentation will be given to the Executive Board to make a decision prior to the September Board
53 Meeting.

54 Maria discussed the various membership forms. On the regular associate membership, the only
55 changes are toward the bottom – from “friends and family.” “Who can we thank for referring you?”
56 has been added. On the lifetime form, we changed the age of 85+ for the last category. On the flip
57 side, note “Would you be interested in volunteering at the ASAC?” The President said that while no
58 formal Board approval of these forms is needed, Board Members should contact Maria or Cathy before
59 Friday regarding suggested changes. **Jeanne moved, seconded by Liz, acceptance of the**
60 **membership forms, with noted revisions; the motion passed unanimously.**
61

62 Maria continued by saying that as to the business application, the Membership Committee and she are
63 trying to get sponsorship levels for non-profits and businesses, and she distributed copies of a simple
64 fix for now until they’ve structured something else.
65

66 Eddie wondered about combining Membership and Public Relations. After a spirited exchange of news
67 and views, **Marcey moved, seconded by Jeanne, the formation of separate committees for Public**
68 **Relations and Membership, chaired by the Treasurer. With five in favor of the motion, and three**
69 **opposed, the motion passed. Myrna will alter the Bylaws to reflect the separation.** Fritz has
70 agreed to work on the newly-formed Public Relations Committee, and will talk with Carolyn Bolar
71 about participating on it as well.
72

73 Marcey mentioned some confusion on Policies and Procedures, adding that a questionnaire will be
74 distributed to the Board before the next meeting.
75

76 **Treasurer** – Jeanne announced that Center finances had a positive year to date and they are on track to
77 get financials a little earlier. Bill explained that the audit due to be returned on July 15 was not
78 received; Doug Hansen had asked Catherine Persinger, ASAC contract accountant, to give him the
79 requisite information, but he hadn’t received it. Sue Riehle has talked with Doug and Catherine and
80 thought Doug now has the information but he needs to, and will, spend one more day at the Center to
81 complete the 2010 external audit, possibly by the time of our next meeting. Sue will follow up on this.
82 Doug will be out of town at the time of the annual meeting, so the President and/or Treasurer will make
83 a presentation then on the external audit, with documentation available.
84

85 Marcey asked about the Foraker contract. Bill replied that Sue has a contract, not yet signed, and
86 Foraker has a responsibility to provide it. Raj said Foraker will do what needs to be done to get the
87 ASAC back on track. Bill said he’s asked to have QuickBooks set up in a way that would permit Board
88 members to see the information, and Sue made changes to reflect that, with categories for “Operations”
89 and “Endowment,” with separate pages for each department.
90

91 **Fund Raising** – Liz reported that the Saturday Market this year has not done as well financially as it
92 did last year, although it is not a major fundraiser, and doesn’t cost anything beyond the time of the
93 volunteers. The booth serves as outreach to the community. The volunteers think we should continue
94 to have a presence at the market. The profit from tickets sold to the Blooming Raffle amount to \$965
95 so far; the President reminded Board members to take and sell tickets to the raffle. Liz went on to say
96 that the Committee is working on an Oct. 12 fundraiser, combined with the Fitness, Open House, and
97 the renovations to the Arctic Rose restaurant.
98

99 **Executive Director** – Cathy Lee referred to items in her August 10, 2011 memorandum (attached).
100

101 **Endowment Trust** – Hal congratulated the President on the number of nominees for positions on the
102 Board. Because of fluctuations in the market, it’s difficult to be precise, but Tom Kibber gave the
103 current figure of \$2,450,000. By no later than the next meeting, we’ll have calculated the formula and
104 the percentage for the available funding from the Endowment Fund to the ASAC operations for 2012.
105 Congratulations on getting QuickBooks updated.
106

107 Ann Campbell said she had limited information because they have just recently received information,
108 but they hope to have it at the next meeting. The DLP budget is well into the black and is likely to
109 reach its goals for the rest of the year. Jan brought in \$27,000 for Operations in the first half of this
110 year, and they're likely to reach the goals set. They've been focusing on the 90+ birthdays, with
111 sponsorship so the costs don't come out of the Center's budget. In her report, on page 2 of 3, Jan has
112 provided a good breakdown of donors.

113
114 Jan mentioned that Leon Wendler celebrated his 90th birthday at the Center, and thought others might
115 like to do the same. After he passed, his daughter said that Leon wished to give a gift to the
116 Endowment Fund, which Honora delivered personally; you'll note that gift under Bequests on page 1 of
117 2. Total expectancies right now are \$354,000, with more coming in, potentially, over the years. We're
118 focusing on getting more people to put a bequest in their wills or to designate their life insurance to
119 come to the Center. On page 3, do note Jan's closing quote. Jan gave a huge thank you to Marcey and
120 her garden volunteers.

121
122 **Municipality** – Lynda was unable to be present, since her mother is seriously ill. Bill reported that, in
123 a phone call this morning, Lynda asked reconsideration of the Board's decision on ADRC. After Bill
124 provided additional background, **Myrna moved, seconded by Liz, that the Board grant the**
125 **Executive Committee the authority to prepare a response to the Municipality of Anchorage prior**
126 **to next month's meeting, a copy of the letter to be provided to the full Board at the September**
127 **meeting. The motion passed unanimously.**

128
129 **Peggy moved, seconded by Jeanne, to approve the standing rules, with the correction regarding**
130 **separate Public Relations and Membership Committees; the motion passed unanimously.**

131
132 **Fritz moved, seconded by Jeanne, approval of the OPAG Vendor Liability and Agreement**
133 **Contract, with the booth to be manned by volunteers, on Sept. 24; the motion passed**
134 **unanimously.**

135
136 In the absence of any announcements or board comments, **Peggy moved, seconded by Tonja, that the**
137 **meeting be adjourned; the motion passed unanimously.**

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140 Meeting as adjourned at 12:26 P.M.

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Peggy Hackett, Secretary