

1 ANCHORAGE SENIOR CENTER
2 ANCHOR-AGE CENTER, Inc.
3 Board of Directors Meeting
4 November 20, 2012
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7 **Call to Order – Quorum:**

8 Board Members Present : Gordon Glaser; Tony Barrett; Fritz Pllum; Bud Irwin; Jeanne Edwards;
9 Tonja Woelber; Betty Hendrickson; David Levine; Rosa Foster; Bill Mans (ex-officio).

10 Board Members Excused: Don Simmons

11 Board Member(s) Absent: James Garrigues

12 Endowment Trust Representative: Keith Green

13 Municipality Representative: none present

14 Staff Attendees: Cathy Lee (Executive Director); Carmen Montano (Health & Wellness Coordinator)

15 Other: Eileen (Nicky) Nickoloff, Assistant to the Secretary

16 Guests: Al Sundquist; Karl Kancir. Marcie Vreeland arrived later in the meeting.
17

18 The meeting was called to order by Gordon Glaser, President, on 11/20/12 at 10:05AM after it was
19 determined that a quorum was present and business could be conducted.
20

21 **Introductions:** All attendees were welcomed and introduced themselves.
22

23 **Agenda Approval:** A discussion of the proposed new bylaws was added to the agenda by Bud Irwin.
24 *Approval of the revised agenda was moved by Betty and seconded by Bud and approved*
25 *unanimously.*
26

27 **Minutes of Previous Meeting:** *Betty moved, Tony seconded acceptance of the minutes of the*
28 *previous meeting with no changes or corrections. The motion was passed unanimously.*
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30 **Committee Assignments of new ASAC Board members:** There will be a new Correspondence
31 Committee which will consist of Nicky, to assist the secretary. Nicky will also sit on the Fitness
32 Committee, Tony will join the Membership committee and Tonja will still be on the Grievance
33 Committee. It was recommended that each Board member sit on two Committees.
34

35 Members are needed for at-large membership on the Policy Committee. It was recommended that this
36 request be made in both the Borealis and in Senior Voice.
37

38 **Election of Board Secretary:** *Bud nominated and Betty seconded Tony Barrett for Board Secretary.*
39 *There were no other nominations. Tony Barrett was approved by unanimous agreement.*
40

41 **Reports:**
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43 Vice President (Bud) – Bud will chair Policies and Procedures Committee to develop job descriptions,
44 individual policies and procedures for each task. Goal is to have an operations manual by the end of
45 2013. Ideally this should have detailed information for each major task and function, and should
46 consider both staff and volunteer duties. Bud is working on generating a questionnaire for each of the
47 above, reviewing what their job entails, who gives them instructions and whether any part of the
48 function would benefit from written descriptions. To some extent, the functions are set by the ASAC
49 agreement with the Municipality of Anchorage, and must be meshed with the need to satisfy the Muni
50 and the need to make money.
51

52 Secretary (Tony Barrett) – requested that Nicky prepare minutes marked as Draft until the next Board
53 meeting, where they can be approved. It was agreed that a goal of 1 week to write minutes after the
54 Board meeting was desirable, with two weeks being the longest interval.
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56 Treasurer (Don Simmons) was excused, but did give a report to Gordon. September financial reports
57 indicate that the financial performance of the ASAC continues to deteriorate, with net income
58 decreased from a negative balance of \$13K reported in August to a negative balance of \$26K in
59 September. Management has been asked to focus on cost controls during the last two months in an
60 effort to end the year with positive results. A preliminary budget has been prepared for 2013, and there
61 is a work session of the Finance Committee scheduled for 11AM 12/3/12.
62

63 Executive Director (Cathy Lee) – A full Director’s report was handed out at the Board Meeting. The
64 following is a summary. Cathy reported that the annual election was held October 3. The fall book sale
65 was a success, with a profit of over \$7000. The Director’s Preview Party, including an art auction,
66 profited by over \$7000.
67

68 There are a number of maintenance projects ongoing, including roof repairs, new compressors.
69 Estimated date for completion of roof repairs is November 20. A new PA system is being installed.
70

71 As part of cost cutting efforts, two employees have been let go: Kassim Maynard, the Food Service
72 manager was last employed on 11/3/12 and Mickey Noel’s last day was on 11/9/12. Accounting
73 questions may be directed to Robin Stouch.
74

75 At the invitation of Board President Gordon Glaser, two Municipal Assembly members toured the
76 center regarding the USKH report. No commitments were made but there were no objections to the
77 listed repairs or the amount of funds requested.
78

79 Endowment Trust (Keith Green) – as of 10/31/12, there was an endowment total of \$2,599,552, with
80 an additional \$840,000 pending from closing of an estate. Gordon would like appropriate recognition
81 of this latter gift, after checking with the appropriate persons to see if the donor would prefer to be
82 anonymous.
83

84 Municipality – No representative present and no report made.
85

86 Committee reports

87 Fritz gave out 10 tickets to each Board member to sell for a fund raising raffle for a quilt.
88

89 Bud reported that dues must be established for the following year by November 15. *A motion was*
90 *made by Tony, seconded by Bud that the present dues structure be accepted until there is a*
91 *recommendation from the membership committee; PASS unanimously.*
92

93 There was a discussion of the fact that while ASAC is a public building, that does not mean that non-
94 members can utilize benefits of membership, such as fitness classes, use of the exercise room, etc.
95 Gordon asked Bud to look into ways of checking for both membership and firearms in the center. He
96 also suggested that Board Members and staff wear name tags when at the center. Gordon will check
97 with the Municipality re the legalities of controlled access. One problem is that there is no security to
98 enforce such access.
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100 Old Business:

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102 Finance Committee – Acceptance of their report will be delayed until next month, as Don was not
103 present at the meeting. Cathy will not hire replacements for the two employees who were let go until
104 next year, to help balance the budget.

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Persons to Be Heard:

Carmen Montano – requested clarification of who approves staff raises, and also clarification of how grievances are handled.

Karl Kancir – Karl chairs the Dance Committee and is looking for volunteers. He was concerned that, according to the annual report, \$17580 was received from fund raising, with expenses of \$66485 for this function. He was also concerned about the 5PM and weekend closures when we are trying to attract new members, many of whom are still working, to ASAC. He expressed clarification for use of various rooms, such as the fitness room, by dancers and other groups. Bud was requested to form a sub-committee to review room utilization; this would come under the Program Committee.

Marcie Vreeland – expressed concerns that the ASAC Board was not functioning according to the bylaws and is not run the same way as other organizations. She also felt that the Board does not appreciate the efforts of our many volunteers and that members believe their concerns are not heard or addressed.

Announcements:

- 12/1-12/2 Holiday bazaar & bake sale, 10AM – 5PM
- 12/8 Holiday dinner, 11AM – 2:30PM
- 12/12 Alaska Senior Health Summit.
- 12/9 7-9 PM, concert benefiting the ASAC, including some outstanding Alaska musicians who will turn 60 this year. Admission is free, and doors will open at 6PM.

New Business:

No further action to report on the recertification of the ASAC.

Capital requests – our proposal has been submitted to the Municipality and we hope to have some legislators tour the facility.

New bylaws have been proposed by Bud; these will be reviewed at the next meeting.

Board Comments:

Tonja reported that a grievance was received on 11/14/12; there are 30 days allowed for disposition from the date of the filing.

Executive Session:

At approximately noon, the Executive Committee went into session, returning at 12:18PM.

Adjournment:

There was a fire alarm during the meeting that resulted in evacuation of the building for approximately 20 minutes. *At 12:20PM, Betty moved adjournment, seconded by Bud and passed unanimously.*

Minutes Submitted by:

Anthony Barrett, Secretary