

ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.
Board of Directors Meeting
September 11, 2013

Call to Order – Quorum:

Board Members Present: Gordon Glaser (President), Bud Irwin; Tony Barrett; Betty Hendrickson; Peggy Hackett; Don Simmons; Fritz Pellum; Rosa Foster; Jeanne Edwards; David Levine; Bill Mans (ex-officio)

Board Members absent: Tonja Woelber

Recording Secretary: Eileen (Nicky) Nickoloff

Endowment Trust Representative: Keith Green

Municipality Representative: Ken Takakuwa; Marie Lavigne

Staff Attendees: Cathy Lee (Executive Director)

Guests: Kathy Garris; James Greco; Gary Holland; Gail Moquin; Jackie Johnson

The meeting was called to order by Gordon Glaser, President, on 9/11/13 at 10 AM after it was determined that a quorum was present and business could be conducted.

Introductions: Introductions were made.

Agenda: Several additions were made to the agenda, including a request for filming at the Center, and other items. *A motion to approve the amended agenda was made by Tony and seconded by Betty; approval was unanimous.*

Minutes of Previous Meeting: *A motion for approval of the August 14, 2013 board minutes as written was made by Don and seconded by Peggy; the motion was approved unanimously.*

Reports:

Vice President (Bud) – deferred until later in the meeting.

Secretary (Tony Barrett) – Tony requested that outgoing Board members leave the “Board books” for new members. There will be an ice cream social on Wednesday September 25 with Gordon as emcee. Following the election on October 2, the Board may want to streamline the process in the future.

Treasurer (Don Simmons) – The Finance committee met on Monday. While costs have been reduced per the decisions made at the last Board meeting, there was still an additional \$15K shortfall in July.

Executive Director (Cathy Lee) – A full Director’s report was handed out at the Board Meeting. The following is a summary. A number of measures have been taken to reduce costs, including elimination of the administrative assistant position, reduced overtime and reduced number of color copies. There was some confusion with the IRS over the tax-exempt status of donations to the ASAC. This originated in the fact that the Lion’s club used to meet at the Center, although they are now disbanded, and the IRS confused ASAC with the Lion’s Club. Cathy discussed this with the IRS and they verbally admitted their mistake.

The Assembly has approved the \$10K funding from the MOA for the Medicare grant. The Center had to advance this money, due to the MOA delay and this resulted in a cash flow loss. Cathy Lee requested the check from the MOA as soon as possible.

Gary Holland, a vendor, requested that the Holiday Bazaar, which is usually on Thanksgiving weekend, be changed to the weekend prior to the holiday. There is a large gun show, with a number of the same vendors, on the Thanksgiving weekend dates. No Board vote was required;

42 Cathy Lee made the decision to change the date of the Center's Holiday Bazaar to the weekend
43 before Thanksgiving.

44 **Endowment Trust** - Keith Green reported that the expected \$834K endowment contribution has
45 been received, bringing the total endowment to \$3,596,432. Keith described that while this fund
46 cannot be used for operating or other expenses, a percentage of up to 3% of the 5-year average of
47 the endowment total is allocated to ASAC.

48 **Municipality** (Ken Takakuwa, Marie Lavigne) - Marie will be Lynda Meyer's replacement on
49 the Board. She has worked in elder care and is a licensed clinical social worker. Gordon will
50 draft a letter to the Assembly outlining the need for funding the Center at a higher level (funding
51 has been level for 4 years). Board members and others were encouraged to write their Assembly
52 representatives as well.

53 **President** (Gordon Glaser) – this was Gordon's last meeting as President and he thanked the
54 Board for their help. The Board appreciates his contributions very much and looks forward to
55 working with him as ex-officio president over the next year.

56 **Committee reports**

57 **PR/Marketing committee** – this important committee still needs a chair.

58 **Elections** – Absentee ballots seem to be a good idea and responses are starting to be received.

59 **Fund Raising** – Betty is chair of this committee, and Fritz will be handling Fur Rondy sales.
60 Fritz requested that the raffle tickets he gave out at the last Board meeting be returned by the end
61 of the month if sold. Fritz has drawn up a script for a phone canvassing of members, to
62 encourage them to attend the annual meeting. He does need volunteers for this effort. Betty has
63 sent out a letter soliciting contributions to ASAC from lifetime members.

64 **Fitness committee** – the Fitness committee commended the contributions of Kathy Forest,
65 Fitness Manager, to the success of the fitness program at the Center. Kathy has revamped the
66 entire fitness program and is an essential reason for the increasing number of participants.

67 **Membership committee** (Tony) – Tony will continue to visit Medicare providers with a
68 finalized draft scrip which includes an invitation to seniors to become a member of the ASAC,
69 with the fitness program complimentary for one week.

70 **Bylaws** – Bud posted the final draft of a policies and procedures proposal for changing building
71 access to the Center in the craft, art and computer room, and users of those rooms seem to
72 appreciate the need for greater security. ***Gordon proposed and Don seconded that the Building
73 access draft be approved; vote was unanimous.*** An Emergency Exit designation for the East
74 entrance door adjacent to the art room will be the first change made, and will require signage and
75 an alarm on this door. This item will be updated at next month's Board meeting.

76 **Report from the Recertification Committee** – Gordon has talked to Holly, who has been ill.
77 There should be a report from this committee at the October Board meeting.

78 **Old Business:**

79 **Finance Committee** –*Don moved, and Jeanne seconded, that the Finance Committee report
80 for July be accepted; this was approved unanimously.*

81 **Persons to Be Heard:**

82 **Filming at the Center** – James Greco, representing the Wild West Alaska TV show, presented
83 plans for a Christmas special for which they would like to film parts at the Center during the
84 week of 9/16. While the Center would not be identified as such (it would represent a nursing
85 home), they would like to film various activities at the site, including the first aid room, craft
86 room, etc. They would pay a site fee and portions of the footage might be suitable for
87 promotional use by the Center. After several questions and some discussion, *Tony moved and*
88 *Betty seconded to approve the filming in concept. Approval was unanimous.* A liaison
89 committee was formed with Bud as the head, and Gordon, Marie, Betty and Cathy Lee as
90 members to coordinate the filming.

91 Sally Garris would like to see descriptions of the PR/Marketing and the Fund Raising
92 committees put in the Borealis, including what the committees each do and the time required.
93 She was asked to discuss this with Bud. Sally has been on phone banks in the past, and said that
94 usually about 20 people are required. Fritz does not have volunteers for his phone bank as yet,
95 and it is still an experimental idea.

96 Gail Moquin expressed her concern for what she sees as a “poverty mentality” at the Center. She
97 also urged the Center to apply for more grants and to try and get more competitive rates for
98 outside services such as printing, etc.

99 **New Business**

100 There are no sponsors for a 30th anniversary celebration and it does not look like one will be
101 found.

102 Center spotlight: Judy Joseph of the Gift Shop reported that a profit of over \$3K was made at the
103 Anchorage Saturday market this summer. The Board thanks Judy as well as all the volunteers.

104 **Board Comments**

105 Tony visited a Senior center in Albuquerque NM and brought back some literature from them.
106 All of the funding for the seven senior centers there comes from the city.

107 Don urged MOA contract renewal to be considered in a timely fashion, to avoid cash flow issues
108 such as were encountered with the Medicare grant.

109 **Adjournment:**

110 *At 11:40 AM, Tony moved and Jeanne seconded adjournment; this motion passed*
111 *unanimously.*

112 Minutes Submitted by:

113 _____
114 Anthony Barrett, Secretary
115

116 **Remaining Board Meeting Dates for 2013**

117 October 9

November 13

December 11