

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

**Call to Order – Quorum:**

Board Members Present: Gordon Glaser (President); Tony Barrett (Secretary); Kris Warren (Treasurer); Betty Hendrickson; Tonja Woelber; Maria James; Sid Atwood; Don Simmons; Bill Mans (ex-officio)

Board Members excused: Karen Hunt; Bud Irwin

Recording Secretary: Eileen (Nicky) Nickoloff

Endowment Trust Representative: Keith Green

Municipality Representative: Ken Takakuwa

Staff Attendees: Cathy Lee (Executive Director); Jacki Johnson

Guests: John Hansen and Linda Marie (Columbia Restaurant and Bar Supply); Jeanne Edwards; Jack Roderick

The meeting was called to order by Gordon Glaser, President, on 12/11/13 at 10:04AM after it was determined that a quorum was present and business could be conducted.

**Introductions:** Introductions were made.

**Agenda:** One addition was made to the agenda, a presentation by representatives of Columbia Restaurant and Bar Supply. *A motion to approve the amended agenda was made by Sid and seconded by Tony; approval was unanimous.*

**Minutes of Previous Meeting:** *A motion for approval of the final draft of the November 13, 2013 board minutes with one name misspelling corrected was made by Kris and seconded by Don; the motion was approved unanimously.*

**REPORTS**

**Vice President** – no report; Bud was excused from the meeting.

**Secretary** (Tony Barrett) – David Levine has resigned from the Board (and thanks are due him for his service). Tony will be convening the Nominating committee to appoint a new member to fill David's term.

**Treasurer** (Kris Warren) – the financial bottom line continues to improve slightly, due to vacant staff positions and other cost cutting measures, but finances are still in the red by about \$20,000. Sue Riley (accounting consultant) was asked to focus on revenue vs. expenses for the restaurant. There is also a need to reevaluate the Kid Corps contract, as expenses have risen. Over \$3,000 in Fur Rondy pins were sold the first weekend of sales.

The 2014 budget has not yet been approved.

Per the discussion reported in the November meeting minutes, Gary Wells has looked at the Swank House as a possibility for office space for OPAG. Don cannot find documentation for purchase of this property; it may be necessary to have a long-term lease if negotiations continue. Improvements would be needed. Facilities and Equipment committee will be involved in these discussions; the Swank House is currently used for storage.

*Tony moved for the Treasurer's report to be accepted, seconded by Don. Approval was unanimous.*

40 **Executive Director** (Cathy Lee) – A full Director’s report was handed out at the Board Meeting.  
41 The following is a summary. A new cook, Delia Cid, has been hired, as has a new Newsletter  
42 editor, Jennifer Howk. The gift shop had an outstanding month both due to their own sales and  
43 those from the craft room. Quilts were an especially popular item. Total sales were over \$8,000.  
44 The bake sale also did well. Cora has received 3 contracts for catering jobs.

45 John Hansen and Linda Marie of Columbia Restaurant and Bar Supply, along with Cora  
46 Simien, Manager of Food Services, made a presentation about the need for a “tilt skillet” in the  
47 kitchen. This item would allow the kitchen to improve food preparation, reduce costs and  
48 improve safety. It would facilitate preparation of the restaurant’s meals as well as those for Kid  
49 Corps. This item will require a hood and Gordon asked the Facilities & Equipment committee to  
50 review the need and expenses, as well as the validity of a requirement to install a hood for an  
51 already purchased steamer, and report back to the Board. The next meeting of the Facilities  
52 committee is scheduled for 12/18.

53 Jacki thanked all those who contributed to the bake sale; there was \$1802 in profits.

54 Gordon has signed the contract with the MOA and we are now waiting for the Assembly  
55 to approve the sole source agreement. At that time, budget loading will begin.

56 **Endowment Trust** - Keith Green reported that the Endowment Trust is currently at \$3.8  
57 million, up 14.8% for the month. Keith will be chairman of the Endowment Trust next year.  
58 *There was a motion by Don, approved by Tonja, to accept the approval of the Trustees for Bill*  
59 *Mans to be appointed to the Trust; this was approved unanimously.*

60 **Municipality** - Ken Takakuwa emphasized how important citizen input is to both the Assembly  
61 and the state legislature. He said that advocacy is needed year-round and not just when there are  
62 particular issues.

### 63 **COMMITTEE REPORTS**

64 **Communications & Marketing**– Sid Atwood complimented the ASAC website update. The  
65 committee will meet again in January. Maria James met with representatives of the Anchorage  
66 Press concerning advertising for veteran’s services.

67 **Elections** – Gordon reiterated that he will remain as Board President only until the January  
68 Board meeting. Karen Hunt should be back then and has agreed to accept the presidency.

69 *A short break was taken from 11:05AM - 11:15AM.*

70 **Fund Raising** –The committee is looking for volunteers to sell Fur Rondy pins at Fred Meyers  
71 stores.

72 **Fitness committee** (Nicky) – over 20 fitness members took part in cleaning the fitness areas on  
73 11/16. The fitness Christmas party was a great success, even with the icy roads outside.

74 **Membership committee** (Tony) – Tony will take a break in visiting Medicare providers and  
75 hopes to resume visits in January. Maria will aid him in making presentations, and Gordon has  
76 also volunteered to help if needed.

77 **Recertification committee** – continues to make slow progress.

78 **OLD BUSINESS**

79 Depending on results from their meeting, the Fitness & Equipment committee may wish to set up  
80 a demonstration about the need for a new hood in the kitchen.

81 **ANNOUNCEMENTS**

82 The Holiday dinner is on Saturday 12/14. Betty will be in the lobby selling Fur Rondy pins.

83 Cathy Lee told about a new auto attendance option on the main Center phone, which will answer  
84 when no one is at the front desk.

85 Maria thanked all those who assisted at the Veteran's luncheon and auction.

86 **BOARD COMMENTS**

87 Don emphasized again that Board members and others should contact the state legislators about  
88 capital items like the tilt skillet for the kitchen, as well as other needs of the Center.

89 **Adjournment:**

90 *At 11:35 AM, Tonja moved and Maria seconded adjournment; this motion passed*  
91 *unanimously.*

92 Minutes Submitted by:

93 \_\_\_\_\_  
94 Anthony Barrett, Secretary

95 **Board Meeting Dates for 2014:**

96 January 8	February 12	March 12	April 9	May 14	June 11
97 July 9	August 13	Sept 10	Oct 8	Nov 12	Dec 10