

ANCHORAGE SENIOR ACTIVITY CENTER  
ANCHOR-AGE CENTER, Inc.  
Board of Directors Meeting  
January 14, 2015

**Call to Order – Quorum:**

Board Members Present: Karen Hunt (President); Nancy Groszek (Vice-President); Theresa Hoffmann (Secretary); Kris Warren (Treasurer); Maria James; Tony Barrett; Gordon Glaser; Bud Irwin; Betty Hendrickson; Sid Atwood; Board Members Excused: Gary Wells

Recording Secretary: Mary E. Shields

Endowment Trust Representative: Keith Green

Municipality Representative: Open – waiting new appointment

Staff Attendees: Rebecca Parker, General Manager; Carmen Montano, Health and Wellness Coordinator; Rachael Althof, Marketing/Communications and Development Manager; Julie McFarland, Membership (presenter); Tyler Pate, Line Cook; Lati Eddy, Server

The meeting was called to order by Karen Hunt, President, on 01/14/2015 at 10:04 AM after it was determined that a quorum was present and business could be conducted.

**Introductions:** A roll call was taken by the secretary, Theresa Hoffmann.

President Hunt informed the Board Members, that Mary Shields had agreed to serve as Recording Secretary on a volunteer basis when possible. Eileen (Nicky) Nickoloff has agreed to cover the Board Meetings in February and March while Mary is out of town, and in April while Mary is covering for Rebecca Parker while Becky is on vacation.

Rebecca Parker introduced staff members who were attending. She advised the Board Members that Rachael Althof had been selected for the newly created position of Marketing/Communications and Development Manager, Tyler Pate is the new Line Cook and Lati Eddy is one of ASAC's new servers.

**GUEST COMMENTS:**

**Municipality of Anchorage:** President Hunt reminded the Board Members that Marie Lavigne is no longer serving in the capacity as liaison to the ASAC Board and that a new liaison has not yet been appointed. When that appointment has been made by the Municipality of Anchorage, the individual will be introduced to the Board Members.

**Agenda:** *Upon motion made by Nancy Groszek, seconded by Gordon Glaser, the Agenda was approved unanimously.*

**Minutes from Prior Meeting:** *Upon motion made by Nancy Groszek, seconded by Kris Warren, Glaser, the Minutes were approved unanimously*

President Hunt allowed for a break in the Agenda for the introduction of Merlot Llaneza, by Milton Brown. Merlot is ASAC's new custodial assistant.

**COMMITTEE REPORTS: STANDING COMMITTEES**

**Endowment** – Keith Green informed the Board Members that as of December 31, 2014, the fund was at \$4,066,696. This constitutes a 5.27% return on investment for the year 2014. He

47 stated that the implemented recommended change of equity exposure from 65% to 55% was a  
48 sound decision, particularly in view of the current volatility of the market. Two checks have  
49 been written on the account: one to Foraker, which is now paid in full; one to the operating  
50 budget in the amount of \$53,000. This is approximately one/half of the anticipated \$106,000.+.  
51 The second half will be rounded off in July. Gordon Glaser advised Mr. Green that if he had any  
52 ideas for rebranding, to let the Board know. Keith G. stated that they will be firing up that side  
53 again, looking at major events to go forward. There was a \$5,000. estate contribution to the  
54 Endowment fund in December and \$500. from the Red Hat Society.

55  
56 **Executive** – Following discussion, *it was moved by Bud Irwin, seconded by Betty Hendrickson,*  
57 *that a Board workshop be scheduled for the last Saturday in February (February 28, 2015)*  
58 *and the second Sunday in March (March 8, 2015), with the meetings to run from 11:00 a.m. –*  
59 *4:00 p.m. with a working lunch. Upon vote taken, the motion passed unanimously.*

60 President Hunt brought forward the proposed trip to Juneau by Board Members to  
61 advocate for the requested ASAC capital improvement funds included in the Municipality of  
62 Anchorage budget request. Karen suggested that an Ad Hoc Committee consisting of the Board  
63 and Becky be constituted. *It was moved by Nancy Groszek, seconded by Maria James, that an*  
64 *Ad Hoc committee consisting of Board members and Rebecca Parker be formed to organize a*  
65 *Juneau trip for advocacy purposes. Upon vote taken, the motion passed unanimously.*

66 President Hunt appointed Gordon Glaser to serve as Chair of said Ad Hoc committee. He  
67 accepted. At this time, Gordon distributed a packet of materials to the Board for preparation  
68 prior to the trip. As this type of advocacy trip to educate and provide information regarding  
69 ASAC will become an Annual affair, Gordon suggested that any Board member who was  
70 available drop by the planning meeting being held at noon in the Classroom on January 22, 2015.  
71 Board members making this trip (at their own expense) are: Karen Hunt, Gordon Glaser, Kris  
72 Warren, and Theresa Hoffmann. General Manager, Rebecca Parker, will also be making the trip  
73 to Juneau. This advocacy group will meet with as many members of the Legislature and/or their  
74 staff as possible on February 10, 2015. Meetings with members of the Administration will also  
75 take place if they can be arranged.

76  
77 **Finance/Fundraising** (Kris Warren) – Kris reported that net income for the year was  
78 \$105,350.54. Claud Watson has resigned from the Finance Committee. Maria James, Theresa  
79 Hoffmann and Sandi Ahlin have joined the committee. There was discussion on the sending of  
80 thank you letters to donors. Becky stated that she would make certain that these letters were  
81 going out in a timely fashion.

82 **Holiday Raffle:** 670 tickets were sold raising \$5,735. Kris stated this would have been  
83 higher if all 1000 tickets had been sold and how to accomplish this would be addressed in the  
84 future.

85 **Fur Rendezvous Pins:** ASAC will only be selling the pins at the Center. A table will be  
86 set up a certain functions for this purpose. \$1,700. worth of pins have been sold to date.

87 **Holiday Dinner:** This was a great success. There were over 250 attendees.

88 **Resolution No.2015-0001** updating the Northrim Bank account signature cards was  
89 introduced. *It was moved by Kris Warren, seconded by Bud Irwin that Resolution No. 2015-*  
90 *0001 be approved. Upon vote taken, the motion passed unanimously.*

91

92 **Operations (Bud Irwin) –Bylaws:** Bud brought forward several changes to the Bylaws Articles  
93 IV, Section 1, V, Section 2(h), VI, Sections 2 and 3, and VII, Section 3. which had been  
94 introduced at the Board Meeting on December 10, 2014. These changes allow for a change in  
95 membership meeting dates and election of officers by removing set dates from the Bylaws. *It*  
96 *was moved by Bud Irwin, seconded by Nancy Groszek that the changes be approved. Motion*  
97 *passed unanimously.*

98 President Hunt asked that the Board Members update their Board books with the new  
99 Bylaws.

100 **Membership (Tony Barrett) –** Tony stated that there was no meeting in December. Julie  
101 McFarland was reintroduced and asked to make a presentation on “Why the numbers change  
102 each month.” Julie fielded several questions regarding how the program – My Senior Center –  
103 works. The question was asked by Kris as methods taken to retain members. Julie stated that  
104 currently the member is called 2 months out from expiration date, is sent a postcard one month  
105 out and is again phoned the month of renewal. A variety of ideas/suggestions were referred to  
106 the Membership Committee.  
107

108 **Facilities and Equipment (Sid Atwood):** Sid stated that no snow has helped with the  
109 maintenance costs. Don Alspach is talking with Steve Lind and Cora Siemen regarding a tilt  
110 skillet. It has been indicated that we might have a donation toward the cost of a tilt skillet, but  
111 there are some engineering questions that need to be answered. Becky stated that we do have an  
112 interested donor, but she needs answers and asked Sid how this can be elevate within the  
113 Municipality so we can move forward. She asked Sid to see if we can get our own engineers as  
114 this is a kitchen safety problem. The annual inventory is in progress.  
115

#### 116 **COMMITTEE REPORTS: AD HOC COMMITTEES**

117 **Reaccreditation:** (Rebecca Parker): Becky stated that the re-accreditation team has been  
118 meeting by-weekly since fall. They will start meeting weekly next week. The project will be  
119 completed April 1, 2015.  
120

#### 121 **GENERAL MANAGER’S REPORT**

122 A full General Manager’s report was handed out at the Board Meeting and sent previously to  
123 Board members; the following is a brief summary:

124 Kids Corps: Becky, Karen and Kris met with and had a telephone conference with Dirk  
125 Shumaker, the Executive Director. He was very complimentary of the Center and ASAC will be  
126 submitting an extension request for the next school year as allowed under the current Contract.

127 The AHTNA Corporation catered event held in December was a \$17,000. event. 250  
128 people attended the Holiday Dinner.

129 The Anchorage Chamber of Commerce hosted a holiday reception and recognized ASAC  
130 as its selection for gifts in 2014.

131 ASAC has 13 new computers that are locked into place in the computer lab.

132 Various meetings have been held with potential donors including Conoco/Phillips, the  
133 Rasmussen Foundation, and ML&P.

134 A new salad bar was purchased for the kitchen with donations for that specific purpose.

135 Ms. Parker is working on a new organization chart which should be completed by the end  
136 of February.

137 Additions to Becky’s written report: An anonymous gift of \$6,000. was made to be used  
138 for staff bonuses. (ASAC paid the taxes.) It was asked that this be acknowledged in the  
139 newsletter. In December a \$20,000. gift was made to operations by the McMahon Trust. There  
140 was also a \$5,000. gift to the Endowment Fund from Mrs. John R. Mlakar as well as other  
141 \$1,000. to \$2,000. gifts. Kris Warren and Becky testified before the Anchorage Legislative  
142 Caucus asking that if not all of ASAC’s capital request could be granted, to please consider  
143 funding a portion of it. Becky also reviewed the cost of the tilt skillet as well as the Delivery  
144 Van. The costs of each are higher than initially anticipated.  
145

146 **OLD BUSINESS**

147 **President Hunt** reminded the Board members that the operation of ASAC is continuing to  
148 change and asked that they direct staff members making inquiries/requests direct them to Becky,  
149 not to the Board or Ms. Shields. She asked that they please keep the pathway to Becky clear.

150 **BOD Fundraising:** Tony spoke about the added cost to the delivery van. The cost of the  
151 insulation and heater installation is about \$1,400. more than estimated. Becky is working on  
152 getting that cost back down. Gordon Glaser will be talking to the facilities and equipment  
153 committee about maintenance contracts vs. extended warranties.

154 **BOD Thank-you notes to donors and/or volunteers:** notes sent to Mary Segelhorst,  
155 Connstance Ashenbrenner, Shirley Braspeninckx for donations and Sandy Reclosado for in-  
156 kind donations.

157 **BOD 2015 work sessions:** February 28<sup>th</sup> and March 8<sup>th</sup>.

158 **BOD February Board Meeting:** Changed from February 11<sup>th</sup> to February 12<sup>th</sup> at 10:00 a.m.  
159 Bud Irwin, Theresa Hoffmann and Nancy Groszek are excused from the February meeting. Sid  
160 Atwood may also be absent and, if so, is excused.  
161

162 **NEW BUSINESS**

163 **No new business was brought before the Board.** The gifting policy will be brought to the  
164 Board in February.  
165

166 **Adjournment:**

167 *At 12:45 PM, a motion was made to adjourn; this motion passed unanimously.*  
168

169 Minutes Submitted by:  
170  
171  
172

173 \_\_\_\_\_  
174 Theresa Hoffmann, Secretary  
175 (per Recording Secretary)

|                                      |        |       |        |      |
|--------------------------------------|--------|-------|--------|------|
| <b>Board Meeting Dates for 2015:</b> | 2/12** | 3/11  | 4/8    |      |
|                                      | 5/13   | 6/10  | 7/8    | 8/12 |
|                                      | 9/9    | 10/14 | 11/18* | 12/9 |

179 \*Please note that if meeting date falls on a holiday, meeting will be the following Wednesday

180 \*\*Please note that this is a change in the regular meeting date.