

ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.
Board of Directors Meeting
August 12, 2015

Call to Order – Quorum:

Board Members Present: Kris Warren (President); Nancy Groszek (Vice-President), Theresa Hoffmann (Secretary); Rebecca Mahaney (Treasurer); Maria James; Anthony “Tony” Barrett; Gordon Glaser; Glen “Bud” Irwin; Betty Hendrickson; Sid Atwood; Gary Wells.

Recording Secretary: Eileen (Nicky) Nickoloff

Endowment Trust Representative: None available

Municipality Representative: David Levy

Staff Attendees: Rebecca (Becky) Parker, General Manager; Atiba Cooper, new sous-chef; Sue Riehle, consultant

Guests: Carol Krenselewski, Ray Tinjum

The meeting was called to order by Kris Warren, President, on 08/12/15 at 10:02 a.m. after it was determined that a quorum was present and business could be conducted.

Introductions: A roll call was taken by the secretary.

Guest Comments: Carol Krenselewski described how she used to enjoy the Friday night dances and is concerned about their discontinuation. She expressed other concerns, such as pricing for events, lack of activities and refreshments at social hours, perceived employee and Board unfriendliness. She also felt that Board members did not participate in ASAC activities. Ray Tinjum described how he also missed the dances, and agreed with Carol K that Board members needed to take part in more activities. There was discussion by the Board that there is a lack of written procedures for handling finances for dances and social hour. Rebecca Parker’s next priority is a revision of the Policies and Procedures for the Center, and added that a new chef is evaluating food pricing as well as menu, portion size, etc. She requested that any recommendations be given to her in writing.

David Levy, the MOA liaison, asked why the Borealis is not sent to members via e-mail rather than paper mail. There was a discussion about the preferences of our member base, some of whom do not have e-mail availability. David also said that the MOA was evaluating facility priorities for ASAC.

Agenda: *Gordon moved and Sid seconded approval of the agenda with no changes; this was unanimous.*

Minutes from Prior Meeting: *Bud Irwin moved and Betty Hendrickson seconded approval of the BOD minutes from 07/08/2015; approval was unanimous.*

COMMITTEE REPORTS: STANDING COMMITTEES

Endowment – with no representative present, President Warren told the Board that there is currently approximately 4 million dollars in the endowment fund.

Executive (Kris Warren) – the executive committee met last Thursday to discuss a pet policy for the Center, but are waiting until a similar policy for MOA is released (it is in the city’s legal department now).

The date for the annual meeting has been set for October 14 at 1:30pm. There will be a luncheon of the Board with Assembly members on October 8 from 11:30am – 1:30pm. Nancy

43 Groszek is trying to arrange a lunch with the mayor and city manager prior to the Assembly
44 luncheon, and has contacted the mayor's scheduler.

45 The safety inspection report and a police inspection have been received, and Rebecca
46 Parker will review and make recommendations for compliance to the BOD.

47 **Finance:** Sue Riehle reviewed the external audit report for the Board. This is an external-
48 purpose document, designed for grantors and other potential funding sources. It flows into the
49 public tax document. One question concerning everyone is: How did we do? The opinion letter
50 clearly states that the document "presents fairly in all material aspects". As to whether ASAC
51 made money, there was a gain in the endowment funds, but these are permanently restricted
52 funds. Overall, the report showed that ASAC is in a sound financial position, with enough cash
53 on hand to pay current liabilities. *Rebecca Mahaney moved, and Betty Hendrickson seconded, a*
54 *motion to approve the 2014 Audit report; this was approved unanimously.* A copy will be
55 available for member's review at the front desk. *Rebecca Mahaney moved and Nancy Groszek*
56 *seconded approval of the 990 tax return; approval was unanimous.*

57 **Operations: (Bud Irwin)** – Two changes to the Bylaws were approved. The first, *proposed by*
58 *Bud Irwin and seconded by Nancy Groszek, changed Article X, Section I, by adding a fifth*
59 *standing Committee on Audits.* The purpose of this committee is to assure the integrity and
60 transparency of financial records, policies and procedures of ASAC.

61 The second *proposed by Bud Irwin, seconded by Rebecca Mahaney, changed Article IX*
62 *(Committees) in the Standing Rules.* This stated the duties of the Audit Committee and defined
63 its membership.

64 Both of these changes, dated 8/12/15, were approved unanimously and will be sent by
65 Rebecca Parker for posting on the membership web site.

66 **Membership (Tony Barrett)** – A new chair is being sought for the Membership committee.

67 **Elections (Theresa Hoffmann)** -There were six applications for consideration for the Board
68 elections, but one of the five has indicated they cannot attend meetings during the day. The
69 Board will discuss this issue further during executive session.

70 **Facilities and Equipment (Sid Atwood):** Sid reported on the need for a tilt skillet to be
71 installed in the kitchen, as the amount of food prepared there continues to increase with expected
72 approval of a new Kids Corps contract. Sid also informed the Board that due to personal matters,
73 he may be away for a period of time.

74 **Ad Hoc Committees:** An ad hoc Bonding Investigation committee has been formed, with
75 Gordon Glaser serving as reluctant chair. This committee will investigate the process required to
76 have a bond issue needed for major repairs to MOA for inclusion on the ballot. Other areas of
77 funding, such as the state legislature and foundations will also be investigated.

78 **GENERAL MANAGER'S REPORT:**

79 A full General Manager's report prepared by Rebecca Parker was handed out at the Board
80 Meeting and previously sent to Board members; the following are highlights not otherwise
81 covered in this report:

82 Rebecca Parker reported she is focusing on grants and sponsorships and looking at
83 designs for an interior security system. She is preparing a marketing plan, and working on
84 updating ASAC's Policies and Procedures, which have not been revised since 2008.

85 With the success of the Garden Gala, plans are being made for another event in 2016.
86 *Gordon Glaser moved and Betty Hendrickson seconded, plans to move ahead with planning*
87 *another Gala in 2016; this was approved unanimously.* The Volunteer Planning Committee has
88 agreed to serve another year, and it will focus on doing more of the planning work, with Rebecca
89 Parker doing less.

90 Atiba Cooper, the new sous chef, joined ASAC in August and will report directly to
91 Christopher Knight, the new Culinary Manager.

92 **OLD BUSINESS:** Staff restructuring is in progress. With the hiring of Atiba Cooper, it is hoped
93 that the Center can handle more evening and weekend events.

94 Work continues on membership, special events, outreach, and IT support. There will be a
95 presentation on progress in these areas at the next BOD meeting.

96 **NEW BUSINESS – ADMINISTRATION:**

97 **Proposed policy re: pets and animals at ASAC:** awaiting MOA policy approval.

98 **DIRECTORS' CLOSING COMMENTS:**

99 Gordon Glaser emphasized that computer security is needed to provide protection for our
100 vulnerable population.

101 **ADJOURNMENT:** *At 12:25 p.m. it was moved by Sid Atwood, seconded by Betty*
102 *Hendrickson, that the meeting be adjourned. Upon vote taken, the motion was passed*
103 *unanimously.*

104 **The meeting was followed by an Executive Session to review and compile GM performance**
105 **appraisal and discuss candidates for the Board election.**

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107 Minutes Submitted by:

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111 _____
112 Theresa Hoffmann, Secretary
113 (Per Recording Secretary)
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116 **Board Meeting Dates for 2015/2016:** 09/16* 10/14 11/18 12/09
117 01/13 02/10 03/09 04/13

118 *delayed one week due to meeting with MOA city manager