

ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.
Joint Meeting of Board of Directors and Advisory Commission
November 18, 2015

Call to Order – Quorum:

Board Members Present: Kris Warren (President); Nancy Groszek (Vice-President); Theresa Hoffmann (Secretary); Rebecca Mahaney (Treasurer); Maria James; Sid Atwood; Judy Brady; Lynn Paterna; Mary Shields; Gordon Glaser

Board Members Absent: Gary Wells

Recording Secretary: Eileen (Nicky) Nickoloff

Endowment Trust Representative: None in attendance

Municipality Representative: None in attendance

Staff Attendees: Rebecca (Becky) Parker, General Manager; Stephanie Rose (Accounting); Sue Riehle (consultant)

Guests: Pat Abney (Endowment Trust); Jackie Johnson (Bake sale)

The meeting was called to order by Kris Warren, President, on 11/18/15 at 10:10 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:

Jackie Johnson, Chair of the Noel Bake Sale to be held on December 5, requested Board members to make donations of baked goods or cash. Many in the Board complied.

Pat Abney, a Trustee of the Endowment Trust, emphasized that their main function is to help to raise revenue for ASAC. Pat is also chair of the ASAC Advisory Commission.

There were no comments from the MOA.

Agenda: *Nancy Groszek moved and Mary Shields seconded approval of the agenda with a number of additions: Veteran's week update, money borrowed from Endowment Fund, Holiday Raffle. Approval of the amended agenda was unanimous.*

Minutes from Prior Meeting: *Mary Shields moved and Nancy Groszek seconded approval of the BOD minutes from 10/14/2015; approval was unanimous.*

Veteran's Week Update (Maria James): Maria reported that the luncheon held during Veteran's week was the best so far, with thanks to Carmen Montano and Theresa Hoffmann for their great decorating for both the lunch and the benefit concert. Special thanks are also due to Martina Barnsley who crocheted 100 stars for decorations, and to the quilters, who donated quilts for various events, one of which was presented to a veteran at the end of the program. Channel 4 news filmed the entire event.

COMMITTEE REPORTS: STANDING COMMITTEES

Endowment (Kris Warren) – Kris Warren, Becky Parker and Rebecca Mahaney attended the last meeting of the Endowment Trust. Funds are down, following fluctuations in the stock market, to approximately 3.85 million dollars, which means the amount allocated to the Center in January will be reduced by approximately \$5-7000 in 2016.

In September of this year, ASAC had a cash flow problem, and the Executive Committee requested from the Endowment Trust an investment of \$50,000 (this was not a loan, and terms required it to be paid back with interest). Since the allocation from the Endowment Trust is due in January 2016, this was essentially an advance on the January payment, and that payment will

41 be reduced by the amount of the money borrowed plus interest. *A motion to approve this money*
42 *forwarded was made by Gordon Glaser, seconded by Sid Atwood and approved unanimously.*

43 **Executive (Kris Warren)** – Kris described that when the Kid Corps contract was re-bid earlier
44 this year, ASAC submitted the same charge as last year. After ASAC was awarded the contract,
45 Kid Corps proposed new recipes with more costly ingredients and more time involved in
46 preparation. Additionally, new Federal guidelines require more food items to be freshly
47 prepared, rather than processed. Becky Parker and Stephanie Rose are trying to come up with
48 the Center’s actual costs so the contract can be re-negotiated. As it currently stands, ASAC is
49 making little if any profit on that contract, which is unacceptable.

50 A grant submission for \$25K was made to Rasmuson Foundation for kitchen equipment and
51 audio upgrades for the ballroom.

52 A Health and Disease Prevention grant for \$36K was submitted; this will help to pay for fitness
53 instructors.

54 A new line cook has been hired, and daily specials at lunch have been resumed.

55 **Finance (Rebecca Mahaney)** - the Finance Committee met Monday and approved the
56 September Net Income report. *Approval of this document was proposed by Gordon Glaser,*
57 *seconded by Theresa Hoffmann, and approved unanimously.* The report shows a shortfall in
58 the annual net loss to date of approximately \$95K.

59 Sue Riehle presented a draft of the proposed 2016 Operating Budget, which will be voted on by
60 the Board at their December meeting. Sue reminded the Board that proposed budgets are
61 “living” documents, subject to change, and she used the best set of approximations and
62 expectations possible at this time. The budget is based on increasing meal prices and kitchen
63 costs, additional staff positions and fee increases. Among fee increases, the basic single annual
64 membership would increase to \$75, from \$50. Fitness fees would go to \$40/month from the
65 current \$30/month, and there would continue to be a free month if members pay fitness fees for
66 an entire year. Locker fees are proposed to increase as well. Both membership and fitness fees
67 for low-income or other qualified members would continue to be subsidized and would not
68 increase. *Gordon Glaser moved to increase the fees as recommended by the Finance*
69 *Committee, seconded by Theresa Hoffman, and the motion passed unanimously.* The new
70 proposed fee increases will be announced today at the social hour as well as at the next Open
71 Forum, and there will be an article in the December Borealis. The 2016 Budget is to be reviewed
72 by the Board and any amendments should be proposed at the December Board Meeting when it
73 will need to be approved.

74 **Fund Raising** – raffle tickets will be on sale in the lobby during high-profile events. Drawing
75 will be December 12 at the Holiday dinner.

76 **Membership (Judy Brady)** – Judy presented a proposed flier encouraging Anchorage Senior
77 Center Membership as a gift to family or friends. Copies of paperwork and receipt will be
78 available to be presented to Accounting for redemption of this membership gift and a gift
79 certificate will be mailed to the recipient. Any phone calls inquiring about this gift will be
80 referred to staff in either membership or accounting.

81 Judy also presented for Board consideration the concept of a “kitchen cabinet”. This would
82 involve people from outside the Board to deal with particular issues. These groups could meet
83 weekly with clear agendas. Topics that might be considered include (but are not limited to)

84 space rental, food service, and catering. The Board was in general agreement with the idea.
85 Judy volunteered to chair the ad hoc committee and recruit committee members.

86 **Operations:**

87 **Policy and Procedures Update:** revisions have been submitted by Mary Shields and will be
88 reviewed by the Executive Committee before being presented to the Board.

89 **Facilities and Equipment (Sid Atwood)** – it has been determined by MOA that additional
90 kitchen equipment and upgrades (including the tilt skillet) would not require permitting.

91 **Ad Hoc Committees:** Gordon Glaser reported that several BOD members attended the last
92 Assembly meeting and testified in support of the MOA budgets allocation to ASAC. It is likely
93 that a request for \$300K would be included in a bond issue in the April 2016 election.

94 **GENERAL MANAGER’S REPORT:**

95 A full General Manager’s report prepared by Rebecca Parker was handed out at the Board
96 Meeting and previously sent to Board members; the following are highlights not otherwise
97 covered in this report. ASAC hosted two luncheons in October, the first with Mayor Berkowitz
98 and Mike Abbott, City Manager, and the second with Anchorage Assembly members. At these
99 luncheons, ASAC advocated inclusion of a bond issue on the April 2016 ballot, and continual
100 MOAs annual funding for ASAC of \$520K as well as any additional funding the Assembly
101 might consider.

102 The Lion’s Club made a donation of \$1000 toward the new Kid Corps vehicle and have
103 promised additional funding by the end of the year.

104 **NEW BUSINESS – ADMINISTRATION:**

105 This year, the Center is proposing a fee of \$10 for members (\$15 for non-members) or \$20 at the
106 door for the Holiday dinner to help cover costs. *This was moved by Sid Atwood, seconded by*
107 *Nancy Groszek, and approved unanimously.* Members over the age of 90 will continue to be
108 welcomed free of charge. Tickets will be available next week, and the cut off date will be
109 Wednesday, December 9.

110 **ADJOURNMENT:** *At 12:25 p.m. it was moved by Sid Atwood, seconded by Nancy Groszek,*
111 *that the meeting be adjourned. Upon vote taken, the motion was passed unanimously.*

112 Minutes Submitted by:

113 _____
114 Theresa Hoffmann, Secretary
115 (Per Recording Secretary)

116 **Board Meeting Dates for 2015:** 12/09

117 **Proposed Board Meeting Dates for 2016:** 01/13 02/10 03/09 04/13

118 05/11 06/08 07/14 08/10 09/08 10/13

119 11/11 12/08