

1 ANCHORAGE SENIOR ACTIVITY CENTER
2 ANCHOR-AGE CENTER, Inc.
3 Board of Directors Meeting
4 July 13, 2011
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7 Board Members present: Bill Mans, President; Eddy Nelson, Vice President; Jeanne Edwards,
8 Treasurer; Peggy Hackett, Secretary; Liz Leng; Fritz Pellum; James Garrigues; and Tonja Woelber

9 Board Excused: Myrna Johnston and Marcey Vreeland

10 Staff: Cathy Lee, Executive Director Anchorage Senior Activity Center; Keith Green, Acting Chair,
11 Endowment Trust Fund; Jan Knutson, Director of Legacy Planning

12 Municipality Representative: Lynda Meyer

13 Guests: Maria James, Membership/Volunteer; Al Sundquist; Anne Campbell; Sherry Marvin, Health
14 and Wellness Coordinator

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16 A quorum being present, the meeting was called to order by President Bill Mans at 10:03 AM.

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18 The guests introduced themselves.

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20 **Agenda approval** – Bill added, under New Business, 8(b) Resignation from the Board of Directors.

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22 **Approval of June 8, 2011 minutes** – Myrna asked Peggy to announce that Myrna had misspoken in
23 her statement about By-Laws, and asked that everyone add to his/her copy of the June 8, minutes the
24 words “Notice of” before “proposed changes...” on line 30. The minutes were approved with that
25 addition.

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27 **Reports** –

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29 The Vice President had nothing to report regarding Bylaws and Standing Rules or Grievance, and has
30 heard nothing from Marcey regarding Policies and Procedures.

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32 **Nominations** – (a) Status of Committee. Eddy requested clarification on the status of the Committee,
33 and Bill said that Bill Nugent was a former Chair.

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35 **Bill requested every member of the Board of Directors to get at least one person to run for the**
36 **Board - no later than August 4. Five positions need to be filled, for differing terms of office.**

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38 **Strategic Planning** – Bill called attention to the July 11, 2011 memo and attachment from Myrna,
39 asking that members give careful consideration to the contents, then contact Myrna with suggestions
40 and/or ideas.

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42 **Membership/Public Relations** – Maria will address these later on in the meeting.

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44 **Secretary** – Peggy asked that Committee chairs give copies of notes from their meetings to the
45 Secretary. She also asked if anyone felt the board meetings should continue to be taped; the consensus
46 was that it would be a good idea to tape annual and quarterly meetings, but it was not necessary to tape
47 board meetings unless the secretary could not rely on shorthand.

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49 **Treasurer** – Jeanne deferred to Bill, who reported that the financial report was incomplete and not
50 received on time. Catharine had accepted another position, working for a non-profit in Fairbanks, and,
51 as a result, she is overwhelmed. Catharine intends to terminate her connection with Foraker so ASAC
52 is seeking an in-house replacement, with Cathy contacting likely candidates who will be experienced in

53 working with non-profits and with some knowledge of QuickBooks. Jeanne assured the Board that she
54 is still able to access the accounts through the Cook Inlet server.
55

56 Jeanne reported that the Center lost money in May. At the end of the first quarter, the Center had
57 \$50,000 positive net retained earnings, but at the end of May, the Center had only \$7,000 positive
58 returned earnings, which is worrisome, considering that the kitchen will be closed for the entire month
59 of August.
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61 **Fund Raising** – Liz mentioned that Bill Webb, the manager of the Downtown Market, donates a tent
62 and space for the use of the Senior Activity Center. Since each would have cost \$280 for the season,
63 that amounts to an in-kind donation of \$560.00. The Senior Activity Center offers items from the gift
64 shop, craft room and fitness center for sale, and has been averaging about \$200 a week. It's difficult to
65 get volunteers to man the booth, although Sally Garris works very hard to make certain that we get four
66 people there every Saturday. It's good for the Center to have a presence at the Market, giving seniors
67 an opportunity to visit, but the question arises as to whether we should continue this venue. All Board
68 members were urged to buy tickets to the blooming raffle as well as to take some to sell to others.
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70 We are in the process of partnering with the Fitness Committee to have a thank-you to the people who
71 have donated money to the fitness program; there are no specifics yet. Two new people are interested
72 in serving on the committee, thanks to Jackie Johnson going through the list of new members to see
73 who would be interested, and three others might come to the next meeting.
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75 **Executive Director** – Lynda Meyer said she noticed a member entering the Center, but not registering.
76 Cathy replied that the Center has a device resembling a scanner that registers when members attend
77 different events. Also, there's a sign-in sheet, providing another opportunity to track attendees. Cathy
78 urged Board members to offer assistance in helping attendees sign in at the door, and reminded Board
79 members working on Center activities from home to make certain that the hours are added to their
80 volunteer time.
81

82 Cathy referred to Board members to her July 13, 2011 memorandum in their packets. Cathy mentioned
83 Sherry Marvin, the Health and Wellness Coordinator, who has been at the Center for seven days.
84 Rather than only preventive measures, her section will focus on health and wellness and nutrition
85 (working with the Arctic Rose).
86

87 ASAC is now able to accept donations for Pick-Click-Give on the Permanent Fund applications; and
88 there will be a continuation of the NTS grant. Cathy displayed the newspaper article about stories in
89 the cemetery involving members of the Center's drama group.
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91 After distribution of membership information, Maria discussed the membership/donor form and
92 lifetime membership. Maria stated that the business portion has been removed from the forms,
93 although she is changing that segment somewhat to resemble what Jan has done with the Endowment
94 form; the rough draft might be in final form by August. Caroline Bolar wants to work with the Public
95 Relations Committee, as do two other members. Maria reviewed OPAG's Tree of Life form. She
96 reminded members of the August 25, 2011 open house, urging members to sign up to assist. There
97 might be a veterans' luncheon some time in the fall.
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99 Fritz mentioned noticing a metal-shod wooden plank near the south door, and Cathy said it has been
100 removed. He added that at the July 4, 2011 BBQ there were rumors about occurrences in past years,
101 leading Fritz to wonder if the Center does background checks before applicants are hired. He was
102 assured that background checks are done. Fritz wondered if Center employees with a credit card are
103 bonded, but Cathy said that Jan is the only one with a credit card, although some employees have a
104 Sam's or Costco card, and personal information is required before those cards are issued.
105

106 **Endowment Trust** – Keith reported a value of \$2,721,652 at the end of the second quarter, with the
107 year-to-date figure up 4.20%. On July 28, 2011, there will be an Investment Committee meeting. The
108 current allocation is 64% equities; 31% fixed; and 5% cash. There seems to be a recurring question
109 about Merrill Lynch’s charges – the answer is complicated, but it runs about 1.2% of total assets in the
110 Endowment Fund.

111
112 Jan said that one of the advantages of the legacy luncheon is receipt of more gifts, before and after the
113 event. Stan Wrightman, an honorary trustee, made a significant legacy gift in honor of his late wife
114 Jean. He would like to have a plaque on one of the benches on which he has noticed people resting.
115 The second gift is from Jeanne Edwards, a charter member of the Legacy Society, honoring several
116 people in her family. Cathy Lee received a pillow in thanks for her donation honoring deceased family
117 members.

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119 The Anchorage Daily News featured photos of Legacy Luncheon attendees in its June 25, 2011 issue.
120 There were 22 business sponsors, including our very own Tonja and her law firm. All business
121 sponsors received extra bookmarks as well as a DVD of the event.

122
123 Jan’s Legacy report for August is included with helpful information for potential donors. There’s a
124 focus on IRAs, since this is the last year for IRA contributions to non-profit organizations. The report
125 contains a section on the incredible contributions of Ann Campbell and Pete Weimer.

126
127 Ann emphasized that they are here to fulfill the goals of the Endowment Trust. Recently, there have
128 been questions about the DLP and Jan’s role; she urged that any questions should be directed to her or
129 Pete. We want to maintain a working relationship, and rumors hurt the Center and the Endowment
130 Trust. Jan is highly regarded in the business world and the non-profit community, and the community
131 knows more about this Center than ever before.

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133 Bill added that, as Fritz pointed out earlier, rumors go around this place for years after an event may or
134 may not have occurred. Board members should listen to a specific question and, if they don’t know the
135 answer, the question should be referred to Cathy or Jan so correct information can be given to the
136 questioner.

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138 **Municipality** – Lynda had no report.

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140 Bill said that Cathy had given all necessary information to the MOA in time to receive a check on the
141 10th, but it hasn’t been received, so he asked Lynda for guidance on how to handle the matter. Lynda
142 responded that she’ll clarify the process with Madeline, adding that it’s unrealistic to expect a check on
143 the first day of the quarter. Chugiak Senior Center received the same notification, which came about
144 because of municipal cutbacks. Bill went on to say that the Center has always had prepayment from
145 the Muni for the quarter in which it operates. Cathy checked on the quarterly payment and the e-mail
146 said the process and procedures have been changed. Direct deposit could be done; it would be received
147 after the 14th, meaning the Center would get it as late as the 20th of the month. Lynda promised to visit
148 the Treasury Department today to see if it can get the check to the Center more quickly, and she’ll get
149 back to Cathy today.

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151 **Persons to be Heard** – Two visitors have already addressed the Board.

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153 **Old Business** – None.

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155 **New Business** – Bill announced the resignation of John van Hoesen from the Board. John was
156 frustrated with the finance reports, feeling from a CPA’s point of view that the information was
157 inaccurate. **Jeanne moved, seconded by Peggy, that John’s resignation be accepted; the vote was**
158 **unanimous.** Fritz asked about filling the vacant position and was told that the Board could fill the

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position for two months or wait until the fall elections. Next month's packet might include information on two candidates for previous Board memberships; Bill will contact each of them to see if they'd still like to be considered. Fritz added that he hoped Eddy can be persuaded to run for re-election.

Bill announced receipt of a nice card from Joan McKinnon's daughter, Jan, adding that over \$500 worth of donations in Joan's name had been received. The Endowment Fund received contributions for a memorial as well.

Peggy moved, seconded by Tonja, that the Board enter executive session; the vote was unanimous.

Fritz moved, seconded by Jeanne, that the Board resume its regular session; the vote was unanimous. The regular session resumed at 12:19 P.M.

Board Comments – Bill mentioned concerns about the agreement between the Center and ADRC. After the discussion, **Tonja moved, seconded by Jeanne, that the contract in its present form not be signed until the Municipality has resolved or explained its ambiguities and eased the Board's concern about the signing of the document resulting in an unfunded obligation for the Center; the vote was unanimous.**

The President will send a letter containing this approved motion to Diane Engel, Director of DHHS.

At 12:26, **Peggy moved adjournment, seconded by Jeanne; the motion passed unanimously.**

Minutes prepared by Peggy Hackett

Peggy Hackett, Secretary