

1 ANCHORAGE SENIOR ACTIVITIES CENTER
2 ANCHOR-AGE CENTER, INC.
3 Board of Directors Meeting
4 December 14, 2011

5 **Board Members Present:** Gordon Glaser, Elizabeth ("Liz") Leng, Fritz Pellum, Jeanne
6 Edwards, Claude Watson, Tonja Woelber, Donald Simmons, Rosa Foster and James
7 Garri gues.

8 **Board Members Absent:** None.

9 **Board Members Excused:** Marcey Vreeland, Peggy Hackett.

10 **Staff Present:** Cathy Lee, Executive Director.

11 **Related Entities:** Jan Knutson, Director of Legacy Planning; Hal Wolverton, immediate
12 past Chair of the Endowment Trust Fund.

13 **Municipality Representative:** None.

14 **Guests:** Annette Hathaway, Linda Cooper, Carl Kancir, and Al Sundquist.

15 CALL TO ORDER — QUORUM

16 The meeting was called to order at 1:05 p.m. with a quorum present.

17 AGENDA APPROVAL

18 Jeanne moved, seconded by Rosa, to accept the written agenda, as amended to include the
19 report or obtaining an auditor; the motion passed unanimously.

20 MINUTES OF PREVIOUS MEETING

21 The Board reviewed the minutes of the November 9, 2011, board meeting. There were two
22 amendments: Claude Watson noted that he volunteers for the Borealis and is not the editor.
23 Don Alspach's name was mis-spelled and is hereby corrected. James moved, seconded by
24 Rosa, to accept the corrected minutes: the motion passed unanimously.

25 **REPORTS** (*shortened because of the board retreat*)

26 There were no reports from the vice president or secretary.

27 Treasurer Don reported on the finance committee meeting. The finance committee is
28 attempting to set a balanced budget, which required an \$11,000 cut to staff positions and /or
29 salaries. The October financials were discussed. Don noted that there are still some
30 inconsistencies being worked out; however, the cash position of the center improved
31 from September to October. The center is recruiting a Chief Financial Officer and the
32 search has narrowed to a couple of candidates. Don also reported that the center needs to put
33 out a solicitation for bids to do an annual audit. Cathy Lee added that two potential auditors
34 have sent in bids, and the center is waiting for one more bid before deciding on the auditor.
35 Don moved to have the budget proposed by the finance committee accepted, which shows an
36 \$11,000 operating reserve. President Gordon noted that a budget has to

37 be elastic to respond to changing conditions. There was no second needed, and no

38 discussion. Don's motion to accept the proposed center budget was approved
39 unanimously. President Gordon emphasized that any board member, and any member of the
40 center, can attend the finance committee meetings.

41 Executive Director Cathy Lee presented her report. She stated that the Holiday Dinner
42 last Saturday fed 300 seniors and that Senator Mark Begich attended. Some staff
43 positions have been filled: there is a new kids corps drive and the center is about to hire a
44 new CFO. Fritz noted that the cook quit. Cathy Lee stated that the past seven catering
45 events and the holiday dinner went well even though the head cook position was not
46 filled.

47 Endowment Trust immediate past Chair Hal Wolverton gave the report on behalf of the
48 newly elected chair, Keith Green. He noted that the \$5,327 discrepancy issue involving the
49 expenses of the legacy planning director has been resolved, and that a temporary operating
50 loan of \$50,000 from the fund to the center has been approved. Hal moved to approve the
51 endowment fund budget for 2012. The motion was seconded by Jeanne and approved
52 unanimously. Don then moved to approve the election of five new trustees to the
53 endowment fund, which was seconded by Jeanne and approved unanimously.

54 Legacy Planning Director Jan Knutson reported that the "Thanks for Giving" campaign has
55 started and requested donations. In the past week, the endowment fund has received \$40,625,
56 including a major gift by an anonymous donor.

57 President Gordon reported that he met with the MOA last week and that they declined
58 recommendations to upgrade the electrical connection to the facility to enable the
59 operation of a ham radio group. The municipality owns, maintains and upgrades the
60 physical facility. We, Anchor-Age, Inc., can only request upgrades. Gordon was pleased to
61 note that the municipality is giving new computers and IT to the center, which should make
62 a positive difference in its operation. Gordon stated that he would like the center to create a
63 "lifetime membership to couples" category of membership, and promised that he and his
64 wife would be the first to sign up.

65 PERSONS TO BE HEARD

66 Annette Hathaway reported that it was difficult for some people, particularly those with
67 walkers or in wheelchairs, to use the bathrooms adjacent to the craft room because of the
68 handle mechanism, and suggested that a push button be installed. She also stated that she has
69 donated bone china cups and saucers to the center for display, but that the sliding lock on
70 the display case has not been functioning and it now appears that some cups have been
71 "taken." She requested that a lock be placed on the display case, and Cathy Lee stated that
72 functioning locks would be installed by the end of the day. Annette closed by saying that
73 James, a staff member, has been doing a great job. President Gordon suggested that
74 Annette write a letter to that effect to be placed into James' personnel file.

75 Linda Cooper introduced herself as a member and stated that she appreciated the chance to
76 attend.

77 Carl Kancir stated that all board members should be attending the Open Forum because
78 there should be more one-on-one communication with members. He also suggested that
79 there be a hobby shop or wood shop in the center because men need more activities. In
80 response to Carl's observation that mostly women use the fitness areas, Fritz stated that in
81 his experience the fitness facilities are used about 50/50 by gender. Carl stated that the center
82 should be open more hours per day, and at least occasionally on weekends to serve working
83 seniors. In particular, he would like the open house times to be held on weekends.

84 OLD BUSINESS

85 There was no old business.

86 NEW BUSINESS

87 There was no new business.

88 ANNOUNCEMENTS

89 Bill Mans' father passed away; board members signed a condolences card.

90 Hal Wolverton issued a challenge to the board to make year-end contributions to the
91 center, which he would match up to \$500, with half of the raised money to be distributed to
92 the operating budget and half to the endowment fund.

93 2012 board meetings will be held on the following dates: January 11; February 8; March 14;
94 April 11; May 9; June 13; July 11; August 8; September 12; October 10; November 14; and
95 December 12.

96 BOARD RETREAT

97 The board retreat, facilitated by Foraker Group's Vice President for programs, Ms. Laura
98 Wolf, began at 2:05 p.m.

99 ADJOURNMENT

100 Moved by [NAME], seconded by [NAME]; the motion passed unanimously. The
101 meeting adjourned at [TIME].

102 *These minutes were taken by acting secretary Tonja Woelber in Peggy Hackett's*
103 *absence.*