

ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.
Board of Directors Meeting
November 13, 2013

Call to Order – Quorum:

Board Members Present: Gordon Glaser (President); Bud Irwin (Vice-President); Tony Barrett (Secretary); Kris Warren (Treasurer); Betty Hendrickson; Tonja Woelber; Maria James; Sid Atwood; Bill Mans (ex-officio)

Board Members excused: Don Simmons; Karen Hunt

Board Members absent: David Levine

Recording Secretary: Eileen (Nicky) Nickoloff

Endowment Trust Representative: Keith Green

Municipality Representative: Marie Lavigne

Staff Attendees: Cathy Lee (Executive Director); Kristi Norman; Jacki Johnson

Guests: Gary Wells (Older Persons Action Group)

The meeting was called to order by Gordon Glaser, President, on 11/13/13 at 10:05AM after it was determined that a quorum was present and business could be conducted.

Introductions: Introductions were made.

Agenda: Several additions were made to the agenda, including MOA contract, Holiday dinner, and policy for medical emergencies. *A motion to approve the amended agenda was made by Tony and seconded by Kris; approval was unanimous.*

Minutes of Previous Meeting: *A motion for approval of the final draft of the October 9, 2013 board minutes as written was made by Kris and seconded by Tony; the motion was approved unanimously.*

REPORTS

Vice President (Bud Irwin) – Bud introduced a new Medical Emergencies policy for staff at ASAC. While the primary responsibility in an emergency is calling 9-1-1, all staff must be CPR and AED trained. *Approval of this policy was moved by Bud, seconded by Tonja, and approved unanimously.*

The issue of locking the east entrance door is still not resolved. Members now prefer a 24-hour recorded security camera. The camera is available but there are concerns including the power supply and where the screen for viewing activities at this door will be located. Since Bud will be away next month, Sid and Tony will bring this to the Facilities and Equipment committee to evaluate alternatives.

Secretary (Tony Barrett) – Tony confirmed that all paperwork for new Board members is signed and is complete.

Treasurer (Kris Warren) – the financial bottom line is improving slightly, due to vacant staff positions and other cost cutting measures, but finances are still in the red.

Grants to the Fitness area have been listed in the general grant area, and not attributed to the Fitness department. This has led, in part, to a negative bottom line in this area.

The Center has repaid the endowment fund for monies which were borrowed for expenses while waiting for the MOA to forward Medicare funds to the Center.

Executive Director (Cathy Lee) – A full Director's report was handed out at the Board Meeting. The following is a summary. Cathy presented a list of high priority capital projects for next year;

42 this list has been submitted to both the State and to MOA. Marie Lavigne suggested taking
43 photos of problem areas to go along with this report.

44 The Gift shop had requested additional employee hours during the year, in an attempt to
45 increase revenue. This has been successful, with revenues increasing from \$1981 in October 2012
46 to \$3252 in October 2013.

47 The statement to file for reaccreditation was filed on August 26, and although it was
48 received a few days later, we are still waiting for an invoice in order to send a check for the
49 filing. Cathy is following up on this. Cathy has been unable to contact Holly Wells, who is
50 heading our filing effort.

51 The IRS is still listing us as ineligible for tax-exempt donations. Cathy received oral
52 confirmation from the IRS that this would be corrected but we are still waiting for a Letter of
53 Determination from them. Cathy is following up.

54 \$2150 has been received from Pick-Click-Give donations. We have also received
55 authorization to begin selling Fur Rondy pins at Fred Meyers stores starting December 1.

56 There was a special meeting of the Board's Executive Committee last night to review the
57 draft of the Center's new contract with MOA. While there were some concerns, approval of the
58 contract was recommended with several changes. Because our old contract expires at the end of
59 this year, we want to move as quickly as possible, since it is necessary to approve the contract
60 before funding can be discussed. *Gordon moved for approval of the contract (with*
61 *recommended changes), Tony seconded and approval was unanimous.*

62 Two tax forms, 990 and 990T need to be signed by Gordon and sent to the IRS. *Kris*
63 *moved and Bud seconded that the Board approve these forms being signed; approval was*
64 *unanimous.*

65 **Endowment Trust** - Keith Green reported that the Endowment Trust is currently at \$3.775
66 million, up 13.2%.

67 **Municipality** - Marie Lavigne reported that the Muni will offer flu shots on a sliding pay scale
68 to those who don't have other sources of funding (at 825 L St). There have been numerous calls
69 for heating assistance and there are still funds remaining. There will be a mass evacuation drill
70 at the Anchorage Pioneers home. ADRC is training all Anchorage police officers on reaching
71 out to seniors and dealing appropriately with them.

72 **COMMITTEE REPORTS**

73 **Communications & Marketing**— Sid Atwood is considering chairing this committee, with help
74 from Maria James. The Bridal Fair discussed last month was a success, and good contacts were
75 made for catering services, as well as offsite catering. Maria is working with a photographer on
76 still shots throughout the Center for possible promotional materials.

77 Sid got a \$6K quote for a steamer hood for the kitchen to be able to expand its menu; he
78 will see if he can get a sponsor to pay for this.

79 **Elections** – Gordon agrees to continue as President for a short period of time, but other
80 arrangements will need to be made in January. The election committee will look at ways of
81 obtaining a quorum for elections.

82 **Fund Raising** – tickets are on sale for a drawing for an afghan. The committee is looking for
83 volunteers to sell Fur Rondy pins at Fred Meyers stores.

84 **Fitness committee** (Nicky) – Fitness members will be coming to the Center on Saturday 11/16
85 to deep-clean both the fitness and aerobic rooms, and will also take an inventory of all
86 equipment. There will be a fitness participants only potluck on December 5 from 10-noon.

87 **Membership committee** (Tony) – Tony will continue to visit Medicare providers in November,
88 with a finalized draft scrip which includes an invitation to seniors to become a member of the
89 ASAC for one week at no cost, including optional low cost participation in the fitness program
90 for that week.

91 **OLD BUSINESS**

92 **Finance Committee** –*there was unanimous approval that the Finance Committee report for*
93 *September be accepted.*

94 **PERSONS TO BE HEARD**

95 Gary Wells of the Older Person’s Action Group (OPAG) spoke about their possible need for new
96 space, and inquired about the possibility of the Swank house. This space is in need of renovation
97 dependent on its use, but the cost would probably be \$10,000-30,000. Gary will contact Bill
98 Mans if further information is needed. Gary also discussed the Senior Voice newspaper, and
99 urged ASAC to contact editor David Washburn if we would like any articles or information
100 published.

101 Kristi Norman (ASAC staff, volunteer coordinator) requested Board volunteers to sign up
102 to help at the 12/14 Holiday dinner for members.

103 Jacki Johnson (ASAC staff) – there will be a bake sale with the Holiday Bazaar on Nov
104 23 and 24. She requested that Board members volunteer to bake, give a cash donation, help out
105 with packaging, or work in booths. Several board members made donations.

106 **BOARD COMMENTS**

107 Nicky reminded the Board that any committee minutes or other pertinent information should be
108 copied to both her and Tony.

109 **Adjournment:**

110 *At 12:06 PM, Tonja moved and Betty seconded adjournment; this motion passed*
111 *unanimously.*

112 Minutes Submitted by:
113 _____

114 Anthony Barrett, Secretary

115 **Remaining Board Meeting Dates for 2013:** December 11

116 **Board Meeting Dates for 2014:**

117 January 8 February 12 March 12 April 9 May 14 June 11
118 July 9 August 13 Sept 10 Oct 8 Nov 12 Dec 10