

ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.
Board of Directors Meeting
April 9, 2014

Call to Order – Quorum:

Board Members Present: Karen Hunt (President); Bud Irwin (Vice-President); Tony Barrett (Secretary); Kris Warren (Treasurer); Gordon Glaser; Maria James; Sid Atwood; Gary Wells; Tonja Woelber
Board members excused: Don Simmons, Betty Hendrickson
Recording Secretary: Eileen (Nicky) Nickoloff
Endowment Trust Representative: Matthew Blattmachr
Municipality Representative: Marie Lavigne
Staff Attendees: Cathy Lee (Executive Director); Julie McFarland (Membership)
Guests: Theresa Hoffmann

The meeting was called to order by Karen Hunt, President, on 4/9/14 at 10:35 AM after it was determined that a quorum was present and business could be conducted.

Introductions: A roll call was taken by the secretary.

Agenda: Agenda was accepted with no changes.

Minutes from Prior Meeting: *The motion to approve the minutes from the 3/12/14 meeting was made by Kris, seconded by Gordon and approved unanimously.*

EXECUTIVE DIRECTOR REPORT

A full Director's report was handed out at the Board meeting. A much appreciated gift of \$2,000 was received from Rachel and Barney Gottstein for use in ASAC operations. We also received a total of \$2,900 from Pick.Click.Give donations. There will be a kickoff event for the Older American Month at the Center on May 2 from 10 AM to noon.

COMMITTEE REPORTS: STANDING COMMITTEES

Endowment – Matt Blattmachr reported that as of 3/31, the Endowment Trust fund is \$3,879,859, an increase of 0.75% since the beginning of the year.

Executive – the Board met in executive session on personnel matters prior to the Board meeting.

Finance (Kris Warren) –the Facilities and Equipment committee has been tasked with securing ownership documentation for the Swank House, with the possibility of renting the space. Cleanup of Swank House continues.

The committee continues to work on cost vs. revenue for the Kid Corp contract, along with Cathy Lee and her staff. These costs will continue to be monitored in order to decide whether to rebid on the contract when it expires in August.

Based on the February financial statement, the net income report continues to show positive net income to the center in the amount of \$13,500 for February. *Kris moved and Gordon seconded approval of the February 2014 report and approval was unanimous.*

Operations (Bud) – Bud outlined a number of proposed changes to the Bylaws.

Bylaws: a number of changes have been made, with determination of a method whereby the election for Board members is conducted by sending out ballots in regular mail with no physical voting session in the center. There would be no election if the number of candidates

40 were equal to the number of Board vacancies. New directors would be announced at the annual
41 membership meeting. The ice cream social used to introduce members to the Board candidates
42 would be held prior to the ballots being mailed. *Bud moved, and Gordon seconded, that the*
43 *draft bylaw amendments be made available to members immediately so that members may*
44 *review and comment on these changes, and so that Board may then vote on these changes;*
45 *approval was unanimous.* Tony handed out a mock election ballot for the Board to fill out and
46 mail or give to Tony, to test for easy compliance. Cathy Lee was requested to post the
47 recommended Bylaws changes immediately in the Center and on the web page, as well as ensure
48 that a notice is placed in the May Borealis.

49 **Grievance:** Tonja reported that no meeting was held.

50 **Membership:** a discussion was held about how to define members who are eligible for
51 reduced fee memberships. These include income below \$20,000, or acceptance letters from
52 Medicaid, food stamp programs or the Alaska senior benefits program. *Gordon moved, seconded*
53 *by Bud, to rename “low income” memberships to “reduced fee” memberships and to*
54 *incorporate this change into the proposed Bylaws changes. Motion was passed.*

55 **Policies and Procedures:** Bud proposed that Board Policies and Procedures be
56 incorporated into the Standing Rules when amended. Policies and Procedures will refer only to
57 those applicable to ASAC staff. The Board will need to approve those new policies brought to it
58 by the Executive Director. There will be no separate Policies and Procedures subcommittee.

59 **Facilities and Equipment** – MOA has designed a bracket for the ham radio antenna to be placed
60 on the ground, rather than on the roof.

61 **COMMITTEE REPORTS: AD HOC COMMITTEES**

62 **Legislative /Assembly Contact Committee:** At this point, it is not clear whether ASAC
63 requests are still in the capital budget. It was emphasized how important it still is to contact
64 legislators and emphasize the safety and security features needed.

65 **Reaccreditation:** no report.

66 **OLD BUSINESS**

67 **Contractual Obligations:** money earned from the use of our gaming license has been placed in
68 the operating reserve; there is \$5040 there to date.

69 **Pursue re-accreditation:** the Alaska Community Foundation Strengthening Organization ruled
70 that ASAC was not eligible under their grant program for funding for this purpose. Other
71 sources of revenue are being explored.

72 **Proposed documentation for rental space at ASAC for senior services:** Cathy Lee presented
73 an agreement used for catering to be used for this purpose. There were several comments to this
74 document, including that if a service is provided at ASAC for a fee, there must be a lower fee for
75 ASAC members. There also needs to be standardized language to be included covering the
76 eventuality that the provider ceases to provide a service, as well as giving ASAC an option to
77 cancel the service. Cathy Lee and her staff were directed to work out revisions to this document.

78 **Proposed policy for Executive Director signing authority:** Cathy Lee submitted a list of
79 current contracts. There was a proposal to allow the Executive Director to approve initial
80 contracts of less than \$25,000, and continuing contracts of less than \$100,000, but after further

