

ANCHORAGE SENIOR ACTIVITY CENTER  
ANCHOR-AGE CENTER, Inc.  
Board of Directors Meeting  
June 18, 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; Don Simmons; Betty Hendrickson  
Recording Secretary: Eileen (Nicky) Nickoloff  
Endowment Trust Representative: Keith Green (excused)  
Municipality Representative: Marie Lavigne  
Staff Attendees: Mary E. Shields, Interim Chief Administrator; Carmen Montano, Health & Wellness Coordinator  
Guests: Peggy Hackett; Julia Tenison; Frank Canha; Penny Burt

The meeting was called to order by Karen Hunt, President, on 6/18/14 at 1:10 PM after it was determined that a quorum was present and business could be conducted.

**Introductions:** A roll call was taken by the secretary.

**Agenda:** The agenda was accepted by voice vote.

**Minutes from Prior Meeting:** *The motion to approve the minutes from the 5/14/14 meeting was made by Gary, seconded by Gordon and approved unanimously.*

**COMMITTEE REPORTS: STANDING COMMITTEES**

**Endowment** – no report; Keith Green was excused.

**Executive** – The Board will meet in Executive Session at the end of the open Board meeting today.

**Finance** (Kris Warren) –based on the April financial statement, the net income report continues to be positive; however, there will be a negative impact in both 2014 and 2015 from the loss of the HPDP grant. While fitness classes will continue to be funded, the Weight Watchers program will not. *Kris moved and Betty seconded approval of the April 2014 finance report and approval was unanimous.*

Mary is developing the proposal to be submitted to the Kid Corps RFP before June 23. The ASAC has been providing this service since 2003.

Betty resigned as Chair for the Fund Raising Committee, Kris will appoint a new Chair. Fund raising will be further discussed in work sessions scheduled for today.

**Operations** (Bud) – a number of changes were proposed to the Standing Rules. On the rules pertaining to Board election timelines, while the schedule is fixed, dates may change from year to year; these will be specified by the Board Secretary. Forms attached to any articles will be submitted to the Board for review but not approval.

**Standing Rules Article III, Board of Directors’ Nominations and Elections:** changes clarified how the election would be administered, and allows for mail-in ballots, rather than only allowing ballots to be submitted at the Annual meeting of members. *Kris moved to approve these and Maria seconded; approval was unanimous.*

39           **Standing Rules Article VII, Conflict of Interest Policy:** applies to Board members,  
40 officers of ASAC, directors of ASAC, Endowment Fund trustees and any ASAC employees. It  
41 will no longer apply to Committee members. *Kris moved for approval, seconded by Don, and*  
42 *approval was unanimous.*

43           **Standing Rules Article IX, Committees:** changes specify that the Bylaws and Standing  
44 Rules Committee will be combined into one committee. It specifies that grievances will be  
45 handled by the Executive committee, rather than the Grievance committee, and eliminates the  
46 Strategic Planning and the Policies and Procedures committee, as these functions are covered in  
47 the Standing Rules. It also specified that Committees under Operations will have their Chairs  
48 selected by the Board Vice President. Committee Chairs will select members of the Committee.  
49 *Kris proposed approval, seconded by Betty, with unanimous approval.*

50           **Standing Rules Article XI, Grievances:** this draft provoked considerable discussion,  
51 and was pulled off the table to be rewritten and resubmitted. There was no Board action at this  
52 time due to lack of a motion.

53           **Membership:** Tony presented a timeline for the 2014 Board elections; this coincides with the  
54 generic procedure approved in the Standing Rules changes. As previously mentioned, the  
55 biggest change will be that voting will be by mail and there will be no specific “election day”.

56           **Policies and Procedures:** These committees are eliminated due to changes in the Standing  
57 Rules.

58           **Facilities and Equipment** – The ham radio antenna is still not connected. Sid determined that  
59 ASAC is not at this time considered to be an emergency shelter for the City of Anchorage.

#### 60           **COMMITTEE REPORTS: AD HOC COMMITTEES**

61           **Reaccreditation:** nothing to report at this time.

62           **Honoring Mary Louise Smith’s Endowment Fund Donation:** There will be a ceremony to  
63 honor Mary Louise Smith’s donation to ASAC on August 27. Further details will be provided  
64 when available.

#### 65           **INTERIM CHIEF ADMINISTRATOR REPORT**

66           Mary Shields reported notice that our computer system, which currently runs on Windows XP,  
67 should proceed to be upgraded to the Windows 8 format. The two sign-in computers used by  
68 members need to be replaced and another will be added. The cost for these upgrades will be  
69 \$7,500-10,000. Gary will contact the Rasmuson foundation to see if a grant can be obtained.

70           The Spring Bazaar bought in \$6582.

#### 71           **OLD BUSINESS**

72           **Search for General Manager:** 9 applications have been received but not screened; final date for  
73 receipt of applications is July 7, 2014.

74           **Contractual Obligations:** income from use of our gaming license (bingo) goes to this fund.

75           **BOD Thank-you notes to donors and/or volunteers:** thank you cards were sent to Bonnie  
76 Tisler, Master Gardener, for her efforts in making our gardens beautiful; Pamela Jean Hodgson,  
77 for a monetary donation; Jan Boylan, for the donation of proceeds from her book.

78 **GUEST COMMENTS**

79 Peggy Hackett commented on the 5/20 Assembly resolution complimenting Cathy Lee for her  
80 service to ASAC. Penny Burt was interested in the Board activities. Julia Tenison and Frank  
81 Canha are videographers who have made some videos of ASAC and the Fitness Center and are  
82 interested in making a video for television to aid fundraising for the Center. They will meet with  
83 Mary Shields, who will report to the Board at the next meeting. She needs a proposal in writing  
84 and several Board members volunteered to assist with this.

85 **Municipality of Anchorage:** Marie Lavigne, MOA representative, reported that 60% of  
86 concerns presented to the Aging and Disability committee at MOA deal with the lack of  
87 affordable housing in Anchorage. The MOA will be holding a series of meeting where senior  
88 issues will be discussed and will notify Board members of these meetings, which are held at the  
89 Senior Center.

90 **NEW BUSINESS**

91 **MEMBERS FIRST** campaign: *a policy to honor and assure ASAC membership benefits and*  
92 *privileges was moved for acceptance by Tony, seconded by Don and approved unanimously.* A  
93 copy of this policy is attached.

94 **Adjournment:**

95 *At 3:25 PM, Tony moved and Sid seconded adjournment; this motion passed unanimously.*

96 Following adjournment, the Board met in Executive Session to discuss personnel matters. This  
97 meeting was followed by an open Work Session to discuss further implementation of the  
98 Members First campaign, as well as ways to meet ASAC financial needs, and facility cleanup  
99 and improvement.

100 Minutes Submitted by:

101 \_\_\_\_\_  
102  
103 Anthony Barrett, Secretary

104 (per Recording Secretary)

105  
106 **Board Meeting Dates for 2014:** July 9                      August 13                      Sept 10  
107    Oct 8                              Nov 12                              Dec 10