

ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.
Board of Directors Meeting
September 10, 2014

1 **Call to Order – Quorum:**

2 Board Members Present: Karen Hunt (President); Bud Irwin (Vice-President); Tony Barrett
3 (Secretary); Kris Warren (Treasurer); Gordon Glaser; Maria James; Sid Atwood; Gary Wells;
4 Tonja Woelber; Don Simmons; Betty Hendrickson
5 Recording Secretary: Eileen (Nicky) Nickoloff
6 Endowment Trust Representative: Keith Green
7 Municipality Representative: Marie Lavigne
8 Staff Attendees: Mary E. Shields, Interim Chief Administrator; Carmen Montano, Health &
9 Wellness Coordinator
10 Guests: Kaylin Helvie (DHHS intern); Nathan Noll (DHHS intern); Ronelva Peacock

11 The meeting was called to order by Karen Hunt, President, on 9/10/14 at 10:15 AM after it was
12 determined that a quorum was present and business could be conducted.

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

14 **Agenda:** The agenda was accepted by voice vote, with the addition of “Fitness Equipment”
15 added under New Business by Kris.

16 **Minutes from Prior Meeting:** *The motion to approve the minutes from the 8/13/14 meeting*
17 *was made by Kris, seconded by Maria and approved unanimously.*

18 **Municipality of Anchorage:** Marie Lavigne, MOA representative, reported that the MOA
19 Senior Citizens’ Advisory Commission October meeting will focus on housing and, in
20 November, on in-home services.

21 On 9/9, the Assembly approved the ADRC grant, which includes ASAC’s grant award
22 subcontract for \$99,861 for Medicare counseling and outreach. This is a 10% increase for 7/1/14
23 thru 6.30/15.

24 Facilities superintendent Dave Grubbs and Public Works maintenance and operations
25 managers Mike Fleagle and Jon Clark have been invited and confirmed plans to attend the 11
26 AM October 22 Facilities and Equipment meeting. This will allow the new General Manager to
27 meet with them as well.

28 Marie distributed an article from the Journal of American Society on Aging concerning a
29 transformative approach to senior centers.

30 **Guest Comments:** Ronelva Peacock reminded the Board of an incident in 2008 when it was
31 decided to charge a \$5 fee per month to bridge players at the center. This caused a lot of
32 negativity and the loss of a number of members, She cautioned that as part of the Members
33 Benefits campaign, the Board needs to have a positive attitude and publicize the changes more
34 widely.

35 **COMMITTEE REPORTS: STANDING COMMITTEES**

36 **Endowment** – Keith Green reported that the ceremony honoring the donation of Mary Louise
37 Smith went well. The endowment fund is now slightly over 4 million dollars, an increase of
38 4.9% for the year thru August. Karen requested that Keith prepare a short history of the

39 endowment fund for the Annual Meeting in October, and include the funds purpose and mission,
40 along with a simple colored graph.

41 **Executive** – The Board will meet in Executive Session at the end of the open Board meeting
42 today, to perform an exit interview with Mary Shields, the interim Chief Administrator. There
43 will be a social hour tomorrow to present the Center’s thanks and farewell to Mary and to
44 introduce the new General Manager, Rebecca Parker.

45 Karen will handle putting together the Annual Report; there will be no photos, but all
46 required information will be included. New Board members will be announced at the 10/7
47 Annual Meeting.

48 **Finance/Fundraising** (Kris Warren) – Center finances are still positive in July, but do show
49 some loss compared to June, typical in summer. ***Kris moved and Don seconded approval of July***
50 ***financials; approval was unanimous.*** Tonja expressed concern about the Arctic Rose losses; the
51 restaurant tends to be a “loss leader” for the ability to handle the Kids Corps contract. The
52 Finance committee will look at the feasibility of two separate charges for meals at the Arctic
53 Rose for members and non-members. Gary suggested brainstorming with food service managers
54 in the area.

55 OPAG is losing interest in conversion of Swank House to offices due to the high cost of
56 renovations. They would be interested in purchase, rather than lease, and this issue has been
57 referred to the Facilities and Equipment committee.

58 There will be no program this year to sell Fur Rondy pins unless someone steps up to be
59 in charge of coordinating sales both at the Center and at Fred Meyer stores; a request for this
60 volunteer will be in the October Borealis. There must be a commitment of at least \$10,000 to get
61 to the consignment level for these sales. Maria would be willing to sell pins on a limited basis at
62 the Center; this will be further discussed at the October BOD meeting.

63 The donation solicitation letter to active and lifetime members has resulted in donations
64 of \$10,000-\$12,000, which is about a 1% return rate.

65 Tickets for the Holiday raffle will be given to BOD and Finance committee members to
66 sell.

67 Kris presented budget revisions based on a review of actuals compared to budget. This is
68 typically done about half-way through the budget year and is also needed to correct the
69 misunderstanding that the MOA contract required the Center to accumulate a \$50,000 reserve
70 fund by the end of 2014. The contract reserve amount will be a small percentage of net excess, if
71 annual revenue is over expenses, but will be considerably less than the \$50,000 anticipated. ***Kris***
72 ***moved and Don seconded that the recommendation of the Finance committee for the revised***
73 ***budget be approved; this was unanimous.***

74 IRS requires that the tax return be reviewed by the Board before it is filed; this will be
75 sent to BOD members before the October BOD meeting and includes Form 990 and several
76 schedules. There is still no response from the IRS to the issue of ASACs not being listed on-line
77 as a 501(C)(3) organization and Kris and Karen will be visiting their offices in person to attempt
78 to resolve this issue.

79 **Operations** (Bud) – Mary Shields has put together 20 “Board of Directors” manuals. Board
80 members whose terms were over were asked to bring these to the Annual Meeting to present to
81 new BOD members.

82 **Membership** – Tony reported that Carmen Montano and Kirk Burke have been trained in
83 the use of the computer tablets for the Members Benefit campaign which will begin October 1.

84 **Facilities and Equipment** (Sid) – installation of the HAM antenna is progressing.

85 **COMMITTEE REPORTS: AD HOC COMMITTEES**

86 **Reaccreditation:** work on this project will re-start in January.

87 **Legislative activities:** Gordon Glaser has taken responsibility for a buffet lunch with Rep. Les
88 Gara and Senator Ellis, tentatively scheduled for October 22. A schedule was given to each
89 Board member of Board-directed legislative activities pertaining to the 2014 Capital request.
90 Kris will shepherd our 2014 Capital requests through the Mayor’s office and Gordon will do the
91 same through the Assembly. Kris urged all BOD members to go to fund raising events for
92 legislators and advising them of the Center’s needs.

93 **OLD BUSINESS**

94 **BOD Fundraising:** a large number of the letters soliciting donations from inactive members
95 were returned with invalid addresses. Gordon is working on sponsorships. Fourteen people have
96 signed up for the wine tasting at Don Simmons’ house. Attempts to get a donation for a new
97 delivery van are in limbo until the IRS tax-exempt issue is resolved. Tony will write an article
98 for the November Borealis asking for donations of vehicles.

99 **BOD Thank-you notes to donors and/or volunteers:** up-to-date.

100 **NEW BUSINESS**

101 **Lobby Improvements:** still tabled.

102 **Annual Meeting:** will be 1:30 PM on October 7. All Board members are requested to attend.

103 **Fitness Equipment:** Kris informed the Board that the Fitness committee is exploring the
104 possibility of purchasing an \$8-10K piece of equipment with dedicated funds (from Charity
105 Walk and other donations).

106 **Adjournment:**

107 *At 11:53 AM, Gary moved and Maria seconded adjournment; this motion passed*
108 *unanimously.*

109 Following adjournment, the Board met in Executive Session to discuss personnel matters with
110 Mary Shields.

111 Minutes Submitted by:

112 _____
113 Anthony Barrett, Secretary
114 (per Recording Secretary)

115 **Board Meeting Dates for 2014:** Oct 8 Nov 12 Dec 10