

ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.
Board of Directors Meeting
November 12, 2014

1 **Call to Order – Quorum:**

2 Board Members Present: Karen Hunt (President); Bud Irwin (Vice-President); Tony Barrett
3 (Secretary); Kris Warren (Treasurer); Maria James; Gary Wells; Theresa Hoffmann; Nancy
4 Groszek

5 Board Members Excused: Gordon Glaser; Betty Hendrickson

6 Board Members Absent: Sid Atwood

7 Recording Secretary: Eileen (Nicky) Nickoloff

8 Endowment Trust Representative: Keith Green

9 Municipality Representative: Marie Lavigne not present

10 Staff Attendees: Rebecca Parker, General Manager; Jacki Johnson

11 Guests: Nathan Nall, DHHS intern; Kayli Helvie, DHHS intern

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

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

15 **GUEST COMMENTS:**

16 Jacki Johnson announced the bake sale to be held on 12/6 and 12/7 and requested donations of
17 food items and/or cash. A number of Board members made cash donations.

18 **Municipality of Anchorage:** Nathan Nall informed the Board that Marie Lavigne will be
19 leaving her position at MOA in January to work in private practice oncology. Since Marie will
20 remain an external field instructor for the UAA MSW interns thru the end of the spring term, the
21 DHHS interns will continue to work under Marie during this time and will still be involved with
22 ASAC. Kayli will work on reaccreditation issues.

23 **Agenda:** *Approval of the agenda was made by Kris, seconded by Tony and accepted*
24 *unanimously.*

25 **Minutes from Prior Meeting:** *The motion to approve the minutes from the 10/8/14 meeting*
26 *was made by Kris, seconded by Bud, approved unanimously, with the correction of a name*
27 *spelling.*

28 **COMMITTEE REPORTS: STANDING COMMITTEES**

29 **Endowment** – Keith described the Endowment Committee, established in 1985 with the
30 intention to raise funds for ASAC and obtain donations. The Committee trustees meet quarterly
31 with Merrill Lynch. As of the end of October, funds are slightly over four million dollars. At
32 this level, 3% of the funds, following the formula set forth in the Trust agreement, can be
33 allocated to ASAC for the operating budget.

34 **Executive** – the listing of Board members phone numbers and e-mail addresses will be
35 corrected, as there were several errors in the draft copy.

36 Karen stressed to both new and old Board members that they should not interfere in staff
37 relations or personnel matters. The proper way to deal with any staff issues is to discuss with the
38 General Manager, Rebecca Parker.

39 **Finance/Fundraising** (Kris Warren) – Center finances were negative in September, due to
40 gaming revenue that arrived too late to be included in the monthly financials, a one-time payout
41 to employees for health insurance rebates and the fact that salaries were being paid to both the
42 Interim Manager and the new General Manager. Positive net income is expected in October. **Bud**
43 ***moved and Maria seconded approval of September financials; approval was unanimous.***

44 **IRS Tax Deductible Status** – Kris continues to communicate with the local IRS
45 Taxpayer Advocate office, which is working with Senator Begich’s office for resolution of the
46 matter.

47 **2015 Operating Budget:** Kris presented an overview of the proposed budget, prepared
48 by Sue Riehle with input from key staff and Rebecca. An increase of 8% is proposed, with the
49 increased expenses consisting primarily of additional personnel costs and higher utility bills.
50 Increased revenue will need to come from more donations and grants, as other revenues are
51 expected to remain the same as in 2014.

52 **Fundraising:** the BOD was asked to purchase and help sell raffle tickets for the 12/13
53 drawing at the Holiday Dinner, as a large number still remain unsold.

54 Ronly pins: while Fritz Pellum has agreed to run the program with help from Pete
55 Weimer, sales will be at the Center as well as 2 Fred Meyers stores only (Muldoon and
56 Midtown), assuming enough volunteers can be found to actually sell the pins at each store.

57 Rebecca reported that ASAC has been chosen by the Anchorage Chamber of Commerce
58 as their Charity of the Year.

59 **Operations (Bud)** - The chairmanship of the Communications/Marketing committee remains
60 vacant.

61 **Membership (Tony)** – Signage for the Members Benefits program is up, and Kirk has
62 done some monitoring of membership with modified scripts. There are several proposals up for
63 consideration: a \$25/month guest membership with no voting rights or newsletter; electronic
64 payment of fitness fees, possibly via PayPal; and development of a gift card for fitness
65 membership. These will be considered at future Board meetings.

66 Tony was requested to explain to the Board at the December meeting how membership
67 information is recorded.

68 **Facilities and Equipment** (Karen, in Sid’s absence) –at present, there is a tarp over the leaking
69 skylight in the atrium. This is part of MOA’s responsibility for the building and they are aware
70 of the problem and are trying to obtain funding for the fix.

71 **COMMITTEE REPORTS: AD HOC COMMITTEES**

72 **Reaccreditation:** work on this project will re-start in January. Kayli Helvie will assist, and
73 Colby will coordinate with help from Julie. Some preliminary work will be done by the end of
74 this year, and the goal is to be complete by April.

75 **Legislative activities:** A luncheon was held with Anchorage legislators on November 10, and
76 included legislative staffers, ASAC’s board and advisory council members.

77 **GENERAL MANAGER’S REPORT**

78 In addition to her written report, Rebecca reported that she attended the Mayor’s budget hearing
79 with the assembly with Kris and Gordon, and Mayor Sullivan announced he was restoring \$67K
80 previously cut from the budget for the Senior Center.

81 Meetings with staff continue.

82 Many thanks to Maria James for her outstanding planning and coordination of the
83 programs for Veteran’s Week.

84 **OLD BUSINESS**

85 **BOD Fundraising:** Tony and Bud have identified a van which will work for the Kid Corps
86 delivery operation. Once the Anchor-age, Inc.’s tax exempt tax ID is listed on the IRS website,
87 fund raising efforts will begin.

88 **BOD Thank-you notes to donors and/or volunteers:** notes sent to Meredith Mattoon and Sue
89 Russell for their volunteer efforts.

90 **Legislative Outreach Efforts:** ASAC must be more aggressive with the legislature if we hope to
91 achieve the \$3.6 million in capital budget improvements needed. The legislators need to
92 understand our involvement and this must be an ongoing Board activity, not just a once per year
93 thing.

94 **New Board Orientation:** scheduled for Monday November 17 at 2pm; open to all Board
95 members.

96 **NEW BUSINESS**

97 **Lobby Improvements:** still tabled.

98 **Policy on gifts:** ASAC needs to have a uniform policy for accepting gifts and naming things
99 after donors. Rebecca will propose such a policy, and it will be presented for BOD consideration
100 at the December Board meeting.

101 **Open Forum Advisory Council:** November 20, 2-4 pm.

102 **Election of Officers:** *Bud nominated Nancy Groszek for Vice-President, seconded by Gary*
103 *and approved unanimously.*

104 *Tony nominated Theresa Hoffmann for Secretary, seconded by Kris and approved with*
105 *the following condition.* Theresa stated she would be unable to write minutes, and Nicky agreed
106 to do this for the December meeting. After that, Kayli Helvie, MOA intern, has agreed to act as
107 recording secretary until a Board member can be found to fulfill this function.

108 The Board thanked Bud and Tony for their extraordinary commitment during the
109 transition of ASAC to the new General Manager. Karen and Kris were also major parts of these
110 efforts.

111 There was some discussion about the possibility of electing officers in mid-year, rather
112 than immediately after the Board elections, as well as moving the annual meeting to a month
113 closer to the year that is being reviewed. There will be follow-up to these ideas in future Board
114 meetings.

115 **Adjournment:**

116 *At 12:33 PM, Nancy moved and Tony seconded adjournment; this motion passed*
117 *unanimously.*

118 Minutes Submitted by:

119

120

121 _____
Theresa Hoffmann, Secretary
122 (per Recording Secretary)

123

124 **Board Meeting Dates for 2014:** Dec 10

125 **Board Meeting Dates for 2015:** 1/14 2/11 3/11 4/8

126 5/13 6/10 7/8 8/12

127 9/9 10/14 11/18* 12/9

128 *Please note if a meeting date falls on a holiday, meeting will be the following Wednesday