

ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.
Board of Directors Meeting
October 14, 2015

Call to Order – Quorum:

Board Members Present: Kris Warren (President); Theresa Hoffmann (Secretary); Rebecca Mahaney (Treasurer); Nancy Groszek (Vice-President), Maria James; Anthony “Tony” Barrett; Glen “Bud” Irwin; Sid Atwood; Gary Wells (telephonically); Betty Hendrickson; Judy Brady; Lynn Paterna

Board Members Excused: Mary Shields, Gordon Glaser

Recording Secretary: Eileen (Nicky) Nickoloff

Endowment Trust Representative: Keith Green, Matt Blattmachr

Municipality Representative: David Levy

Staff Attendees: Rebecca (Becky) Parker, General Manager

Guests: Penny Burt (volunteer); Rachel Davis (UAA intern); from craft room: Joan Wooliver, Marylou Cacy, Kathy Malinak, Ursula Parks, Karin Talley

The meeting was called to order by Kris Warren, President, on 10/14/15 at 10:01 a.m. after it was determined that a quorum was present and business could be conducted.

Introductions: A roll call was taken by the secretary.

Guest Comments:

Volunteers from the craft room were unhappy that the contributions of both that area and the library were not recognized in the recent recruitment film that was made of the Center. Becky Parker explained that only a few areas of the Center could be shown, due to time and cost limitations, but promised to work with them for an article in the Borealis. She also agreed to try and find additional storage space for their fabric, since their former storage area is now used for other purposes. They also asked for a better key system for the back door near the craft room. They also had heard a rumor that the restaurant might close, but this was denied, although currently there are only two cooks and Becky is actively recruiting for more. They also wanted to know why Bazaars are only once a year, for one day; this is because the vendors asked for this schedule. Becky requested they meet with her in her office for further discussion and possible resolution of their concerns.

Penny Burt, who volunteers in the Gift Shop among other areas, is concerned that used clothing and shoes will no longer be sold there, since there are clients who depended on these items and are upset at their absence. Becky Parker emphasized that this is a gift shop, not a thrift shop, and the quality of some of the donations was very poor.

David Levy, the MOA liaison, had no comments.

Agenda: *Nancy Groszek moved and Sid Atwood seconded approval of the agenda with a change to schedule inductions of new officers earlier in the meeting since some members needed to leave; approval was unanimous.*

Minutes from Prior Meeting: *Tony Barrett moved and Betty Hendrickson seconded approval of the BOD minutes from 09/16/2015; approval was unanimous.*

Investiture of new members: Lynn Paterna and Judy Brady were formally welcomed as new members of the Board; Mary Shields is the other new member, but was not present. All were given numerous documents to sign.

41 **COMMITTEE REPORTS: STANDING COMMITTEES**

42 **Endowment (Matt Blattmachr)** – following the decline in the stock market, the endowment
43 fund is also somewhat lower and following a somewhat defensive investment strategy; current
44 figures are about \$3.9 million, after the allocation to ASAC was made. New members of the
45 ASAC Board did not get copies of the full financial report, Matt will send these to them. The
46 next Endowment meeting will be Thursday November 12 at noon at the senior center.

47 The amount of storage of legacy documents in the Center will be reduced, as soon as Keith
48 Green has a chance to review the paperwork there; this will make more sorely-needed storage
49 space available.

50 **Executive (Kris Warren)** – the Annual Report is complete and will be given to members at this
51 afternoon’s Annual Meeting. Lunch with the Mayor and his chief of staff is scheduled for
52 October 20; the bond proposal as well as other issues will be discussed.

53 Lunch is scheduled with the Assembly for October 26; all Board members are encouraged to
54 attend. The agenda is being finalized but should include MOA funding to ASAC and the bond
55 issue.

56 Becky Parker will send out a board calendar for the next year.

57 **Finance (Rebecca Mahaney)** – Rebecca Mahaney reported that the Finance committee
58 approved making a recommendation to the BOD to approve the August financial report. Judy
59 Brady asked that more detail than the limited chart be made available to Board members at
60 meetings. While the Center is still in the red overall, reasons for this are less catering and more
61 one-time expenses. When the Kid Corps revenues are received, an improvement should be seen.
62 Becky Parker has also just sent out a fund-raising request to members that could help pay for
63 deferred kitchen maintenance and a new tilt skillet. *Rebecca Mahaney moved, and Theresa
64 Hoffmann seconded a motion for the August financial report to be approved; response was
65 unanimous.*

66 **Fund Raising** – Maria James volunteered to chair the holiday raffle committee and already has
67 some potential donors. Betty Hendrickson will sell tickets in the lobby. Each BOD member will
68 be given 100 raffle tickets to sell.

69 The Holiday dinner is tentatively set for December 12; Theresa Hoffmann and Nancy Groszek
70 will assist on this committee.

71 **Operations:** A new chairman has been needed for the Membership committee to replace Tony
72 Barrett; Judy Brady volunteered for this position and Julie McFarland and Tony Barrett will
73 provide historical details. The Committee will also work with Bobbie Taylor, membership staff
74 liaison, on membership outreach.

75 **Facilities and Equipment (Sid Atwood):** Sid Atwood will take over as Chair from Don
76 Alspach. Many thanks to Don for the great job he has done. Water will be shut down to Swank
77 House for the winter.

78 Lack of a tilt skillet has become a safety issue in the kitchen; there is a technically used one (but
79 never taken out of the box) available from a kitchen on the North Slope, with a significant
80 discount and the same warranty as a new one, that will be purchased. The Committee is also
81 looking for donations for new pots and pans, as well as a speaker system.

82 **Ad Hoc Committees:** Gordon Glaser reported that ASAC will ask for \$500K to be included in
83 the bond issue, should that be approved. This will cover urgently needed upgrades to the parking
84 lot and security system.

85 **GENERAL MANAGER’S REPORT:**

86 A full General Manager’s report prepared by Rebecca Parker was handed out at the Board
87 Meeting and previously sent to Board members; the following are highlights not otherwise
88 covered in this report.

89 Stephanie Rose, the accountant, is out on medical leave and may be out several more weeks.
90 Becky Parker is concentrating on fund raising and grant writing. She has asked Shell if they
91 have any furniture to donate to the Center from their move out of Alaska.

92 **OLD BUSINESS:**

93 A pet policy has been drafted and is awaiting review by the Executive Committee.

94 Lion’s Club has committed to raise \$6200 by the end of the year towards the Kid Corps van.

95 The Board asked Becky Parker to draft a policy to reward some exceptional volunteers with a
96 year’s free membership. Becky is working with Mary Shields on updating Policies and
97 Procedures (P&Ps) and may want to set aside monies for this since it is so subjective (and the
98 Center has so many exceptional volunteers!).

99 **NEW BUSINESS – ADMINISTRATION:**

100 There was recognition of outgoing Board members: Betty Hendrickson, Bud Irwin, and Tony
101 Bennett. Each has made significant contributions to ASAC. Bud directed a major revision of the
102 Bylaws and Standing Rules; Tony was chair of the Membership committee and was instrumental
103 in helping to select the Kid Corps van as well as bringing in a fly fishing program; and Betty was
104 invaluable in fund raising and raffles.

105 **DIRECTORS’ CLOSING COMMENTS:**

106 The Board agreed it was a high priority item for Becky Parker to hire an assistant to help her
107 with her duties.

108 Tony Barrett announced he will still be working on finding another passenger van for the Center;
109 he is looking at a variety of surplus vehicles.

110 Betty Hendrickson reminded the Board that the light above the puzzle table in the library needed
111 to be replaced with something that was not so reflective.

112 Maria James announced some revisions to the Veteran’s week activities (week of November 9).
113 There will be a Benefits concert (donations only) on Friday November 13.

114 **ADJOURNMENT:** *At 12:01 p.m. it was moved by Nancy Groszek, seconded by Rebecca*
115 *Mahaney, that the meeting be adjourned. Upon vote taken, the motion was passed*
116 *unanimously.*

117 Minutes Submitted by:

118 _____
119 Theresa Hoffmann, Secretary
120 (Per Recording Secretary)

121
122 **Board Meeting Dates for 2015/2016:** 11/18 12/09
123 01/13 02/10 03/09 04/13