

ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.

Joint Meeting of Board of Directors and Advisory Commission
February 10, 2016

1 **Call to Order – Quorum:**

2 Board Members Present: Kris Warren (President); Theresa Hoffmann (Secretary); Rebecca
3 Mahaney (Treasurer); Maria James; Sid Atwood; Lynn Paterna; Gary Wells
4 Board Members Excused: Nancy Groszek (Vice-President); Gordon Glaser; Mary Shields; Judy
5 Brady
6 Recording Secretary: Eileen (Nicky) Nickoloff
7 Endowment Trust Representative: Matt Blattmachr
8 Municipality Representative: David Levy
9 Staff Attendees: Stephanie Rose (Accounting); Julie McFarland
10 Guests: None
11

12 The meeting was called to order by Kris Warren, President, on 02/10/16 at 10:05 a.m. after it
13 was 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 **MOA:** The MOA and Mayor Berkowitz approved funding for \$305K for ASACs parking lot
17 improvements. Gordon Glaser and Sid Atwood will assist in overseeing this major summer
18 project.

19 The Aging Disability Resource Center will have monthly outreach programs at the Center
20 starting in March.

21 **Agenda:**

22 *Lynn Paterna moved and Theresa Hoffmann seconded approval of the agenda; approval was*
23 *unanimous.*

24 **Minutes from Prior Meeting:** *Rebecca Mahaney moved and Maria James seconded approval*
25 *of the BOD minutes from 01/13/2016; approval was unanimous.*

26 **COMMITTEE REPORTS: STANDING COMMITTEES**

27 **Endowment (Matt Blattmachr)** – the Quarterly meeting of the Endowment Committee will be
28 tomorrow, and no major changes are expected to be recommended. The year-end amount for the
29 Fund will be approximately \$4 million, and \$111K is expected to be the allocation to ASAC.

30 **Executive/General Manager’s Report (Kris Warren)** – the Executive Committee met last
31 week, and reported meeting with Kid Corps to discuss either higher pricing for meals or more
32 flexibility with menus. While pricing cannot be changed, more flexibility will be allowed.

33 There are still issues with kitchen staff, including several vacant positions as well as that of a
34 driver. The ASAC is working with a staffing company (placement to hire, not a temporary
35 agency) to fill these positions.

36 A new catering menu has been implemented with more realistic pricing. There is no current
37 pricing adjustment for groups meeting routinely at ASAC.

38 Julie McFarland presented a short video promoting the Senior Center. There are plans to make
39 DVDs from this for the web page, presentations, the Facebook page and the MOA channel.

40 Malorie Spreen has accepted the position of Program Director/Assistant Manager. Ms. Spreen
41 has experience in fundraising, marketing, management and Board functions. Please welcome
42 Ms. Spreen to ASAC.

43 **Finance (Rebecca Mahaney)** - Rebecca Mahaney reported that while December finances are
44 still in the red, January looks to be a better month. Even with tight finances, many facilities
45 improvements have been made at the Center.

46 Foster and Co from Wasilla has agreed to perform the ASAC audit this year.

47 *Sid Atwood moved and Theresa Hoffmann seconded approval of the financial statements from*
48 *November and December, 2015; Board approval was unanimous.*

49 **Membership (Lynn Paterna for Judy Brady)** – Judy Brady and the Committee are having a
50 difficult time determining exactly whether ASAC is gaining or losing members, although the
51 approximate membership is known. Part of the problem is that, unlike most commercial gyms,
52 ASAC does not require 6-month or one-year requirements for membership and some members
53 pay month-by-month, while others may pay for longer periods of time. Judy is looking at having
54 a membership table at various events, as well as options such as paying on-line.

55 **Operations (Nancy Groszek)** - no report.

56 **Facilities and Equipment (Sid Atwood)** – ASAC has received a \$23K Rasmuson grant for
57 kitchen equipment and the tilt skillet is finally in use, though some adjustments have been
58 necessary.

59 The Center has received a \$128,375 grant from the Community Development Block Grant
60 committee for an upgrade to the fire alarm system.

61 The ASAC painting project is completed for this year, unless Facilities Maintenance at MOA can
62 find time to return.

63 **Ad Hoc Committees:**

64 **Self Evaluations (Lynn Paterna)** – Lynn has students from UAA who are willing to help with a
65 staff workshop on self-evaluation tools. ASAC is also looking for grants to aid in this project.

66 **Kitchen Cabinet** - Rebecca Parker and Judy Brady, along with Doug Rose (spouse of Stephanie
67 Rose and Manager/Owner of I-HOP in Anchorage and the Valley) are working on assisting
68 kitchen management to implement a Food Services Ordering and Inventory system).

69 **Board Participation in ASAC Functions** – President Kris Warren asked Board members to
70 become more active participants in ASAC functions, such as social hours and dances. Board
71 members were also requested to each donate an item valued at \$200-\$300 to the silent auction at
72 the Gala this summer.

73 **GENERAL MANAGER’S REPORT:**

74 A full General Manager’s report prepared by Rebecca Parker was handed out at the Board
75 Meeting and previously sent to Board members. As Ms. Parker was not present at the meeting,
76 items from her report have been covered by other Board members in their reports for these
77 minutes.

78 **OLD BUSINESS:**

79 **Policy and Procedures:** Recommendations for administrative Policies and Procedures were
80 discussed. Maria James had a number of changes including redundancy, title and Committee
81 names and will discuss these with Mary Shields when Mary returns to Anchorage.

82 The Pet Policy remained controversial and was the subject of significant discussion, which was
83 tabled until Mary Shields is present. *A motion for approval of all other policies was made by*
84 *Maria James and seconded by Gary Wells, Board approval was unanimous.*

85 **Website enhancements:** no update.

86 **NEW BUSINESS:**

87 **Board Workshop:** will be held on April 2 from 10am – 3pm, with a working \$15 lunch. Lynn
88 Paterna will discuss Outreach, and generating more members; there will be a review of the 5-
89 year Strategic Plan, and a brainstorming session to define ASAC’s belief statement.

90 **Accreditation Site Visit:** Dianne Stone from Newington Senior Center in Connecticut will
91 arrive the first week of March for an on-site review of ASAC’s reaccreditation documents.

92 **DIRECTOR’S COMMENTS:**

93 Lynn Paterna complimented the Centers “great staff”.

94 **ADJOURNMENT:** *At 12:35 p.m. it was moved by Maria James, seconded by Lynn Paterna,*
95 *that the meeting be adjourned. Upon vote taken, the motion was passed unanimously.*

96 Minutes Submitted by:

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Theresa Hoffmann, Secretary

100 (Per Recording Secretary)

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| 103 | Proposed Board Meeting Dates for 2016*: | 03/09 | 04/13 |
| 104 | | 05/11 | 06/08 |
| 105 | | 07/14 | 08/10 |
| | | 09/08 | 10/13 |
| | | 11/11 | 12/08 |

106 *Dates are subject to change due to holidays or other unexpected occurrences.