

**ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.
Board of Directors Meeting
September 13, 2017**

Call to Order – Quorum:

Board Members Present: Kris Warren (President); Judy Brady (Vice President); Rebecca Mahaney (Treasurer); Mary Shields (Secretary); Gordon Glaser; Nancy Groszek; Calvin Williams; Lynn Paterna; Sally Ann Carey
Board Members Excused: Theresa Hoffmann; Tom Brennan
Board Members Absent: none
Recording Secretary: Eileen (Nicky) Nickoloff (Excused)
Endowment Trust Representative: Matt Blattmachr
ASAC Staff: Rebecca (Becky) Parker (General Manager); Malorie Spreen (Programs)
Municipality Representative: Nancy Anderson (not present)
Guests: Sid Atwood; Paula Pawlowski; Tom Livingston; Spencer Wilson

The meeting was called to order by Kris Warren, President, on 09/13/17 at 9:05 a.m. after a roll call was taken by the Secretary and it was determined that a quorum was present and business could be conducted.

Introductions: Staff and guests were introduced.

Guest Comments: Paula Pawlowski introduced herself as a Board Candidate.

Agenda:

With the addition of the Facilities Report under Committee Reports, Gordon Glaser moved and Nancy Groszek seconded that the Agenda be approved; Motion passed unanimously.

Minutes from Prior Meeting:

Mary Shields moved and Rebecca Mahaney seconded that the minutes for the Board of Director's meeting dated August 16, 2017 be approved. Motion passed unanimously.

Municipal Liaison Comments – Nancy Anderson: Ms. Anderson was not present. President Kris Warren stated that he had been in contact with Ms. Anderson via email. She stated that she would not be attending the Board Meetings unless something pressing was being discussed.

COMMITTEE REPORTS: STANDING COMMITTEES

Endowment: (Matt Blattmachr): Matt Blattmachr discussed the U.S. Bank Trust, planned giving, and other matters. Performance for the Trust is up 8.46% for the year through August. The Trust is at \$4,311,740. As of this date. There are no major concerns and the plan is to hold ASAC Trust investments steady.

Executive Committee: (Kris Warren) – No meeting was held this month.

Finance (Rebecca Mahaney) – The Finance Committee met on Monday and reviewed and approved the July Report stating that ASAC is in the black for the month of July ***Rebecca Mahaney moved acceptance of the July 2017 finance report; seconded by Nancy Groszek the motion was approved unanimously. Tickets for the Holiday Raffle will be passed out to the Board members today. A question on Contractors' Costs (regarding showing one individual as a Contractor rather than an employee)) will be resolved when Stephanie Rose returns from vacation. (Action Item)***

40 **Membership/Outreach (Judy Brady):** \$6,000. Income over projected budget. Julie McFarland
41 has the responsibility to get letters out one month prior to, the month of and one month after
42 renewal. The letters will be followed up by phone calls from volunteers. Sally Ann Carey will
43 lead that effort. Rebecca Mahaney and Nancy Groszek volunteered to assist in this effort.

44 **Operations (Judy Brady):** Lynn Paterna's group has been meeting. (See Lynn's report.)

45 **Fitness (Nancy Groszek):** Following many requests there will be music in the fitness room.
46 The Fitness Committee reported that the speakers will cost \$250. Rather than \$150. The Clean
47 Up of the Fitness room will be held on Saturday, September 30th from 10:30 a.m. – 12:30 p.m.
48 A grant from Conoco Phillips for \$3,000 for the Fall Prevention and Brain Games program has
49 been received. (See Rebecca Parker's notes.)

50 **AD HOC COMMITTEES**

51 **Self-Assessment (Lynn Paterna):** A meeting was held on August 30, 2017 to cover Standard 3,
52 Governance. All 8 standards have now been reviewed. The next meeting will be in January
53 2018. A meeting will be held on October 3, 2017 to meet the students who will be involved with
54 the Center for the next year.

55 **Gift Shop (Sally Ann Carey):** Following discussion, the meetings on possible changes in the
56 gift shop will start in January 2018.

57 **Facilities Report (Sid Atwood):** Sid Atwood reported that new studded tires for the new van
58 would be purchased at the end of September; the bench by the Fitness Center has been removed
59 due to rust at the base; shop fence is complete and is being painted; the countertop in the Arctic
60 Rose has split and the municipality has been contacted to see if it is still under warranty. For
61 additional information please see the written report submitted by the Committee.

62 Judy Brady requested that a report be given at the next Board Meeting on how the van is being
63 used. (**This is an Action Item for Rebecca Parker.**)

64 **GENERAL MANAGER'S REPORT (Highlights)**

65 **Japanese Dignitaries:** A contingent of Japanese dignitaries visited ASAC. A PowerPoint
66 presentation and tour of the facilities was provided. The guests were honored with an afternoon
67 of specialty teas.

68 **Kodiak Cultural Tour:** Twelve members and guests took part in the trip to Kodiak on
69 Saturday, September 9th. See the General Manager's report for highlights.

70 **Municipal Assembly Luncheon:** This important luncheon will be held on September 29th in
71 the Gerardy Room from 1:00 – 2:30 p.m. Board members are encouraged to attend if possible.

72 **Evening Concert:** A light classical and Broadway Concert is being coordinated with renowned
73 concert pianist, *Julianna Osinchuk* and vocalist, *Christine Keene*, for November 15th.

74 **Ellis Fund:** After much discussion, the Finance Committee determined that this was a
75 duplication of services.

76 **Fund Development:** A grant of \$5,000 was awarded by the Alaska Community Foundation to
77 underwrite a portion of the \$7,500 consulting fee services provided by Ken Miller, Denali
78 Fundraising Consultants.

79 **Health Safety and Emergency Plan:** Will be presented by HSE’s Robert Carmichael and Sally
80 Ann Carey at the ASAC Board Meeting, September 13th at 11:00 a.m.

81 (The complete General Manager’s report is considered incorporated within these minutes.)

82 **Presentations: Cook Inlet Housing (Tom Livingston); Merrill Lynch (Spencer Wilson)**

83 At this time the Board of Directors paused its meeting for presentations by:

84 **Tom Livingston** of Cook Inlet Housing regarding the development of approximately 110 – 130
85 units on 9th and L. These units are for 55+ non-assisted living individuals. This is also a work
86 force housing development of 40 units being developed for 7th and I.

87 **Spencer Wilson**, Merrill Lynch discussed the Endowment Trust Project through U. S. Trust. He
88 stated that the fiduciary relationship with the Board does not change. President Warren stated
89 that this would be reviewed with the ASAC Trust Board.

90 **OLD BUSINESS: Action Items**

91 **Beer and Wine License:** Malorie Spreen reported that this is more complicated than originally
92 perceived. She met with the licensures with ASAC prepared material for a restaurant
93 designation and found there was a great deal more to do. *It was moved by Lynn Paterna,*
94 *seconded by Judy Brady that this action item be moved to January 2018. Upon vote taken, the*
95 *motion passed by majority vote. (Action Item)*

96 **Menu Modifications:** The new Menu is to be completed and implemented by September 1,
97 2017. The majority of the modifications have been done. Gordon Glaser reminded all that the
98 Center needs to be sensitive to cultural issues. **Completed**

99 **Board Expectations:** The Board Expectation list is to be added to the website. **Completed**

100 **990 Tax Documents:** Vote moved to October meeting. **(Action Item)**

101 **DIRECTOR’S COMMENTS:**

102 Mary Shields reminded the Board Members that since she will be gone during the October
103 meeting and the vote finalization, she has asked Sally Ann Carey to take over the Board
104 responsibility for that. She will be working with staff member, Julie McFarland, on this election
105 matter as Julie has a great deal of prior experience in conducting ASAC elections. The new
106 Board Books will be distributed at the October meeting. Malorie Spreen stated that we had great
107 feedback from the RPEA meeting yesterday. Sally Ann Carey said she thought that having “Atta
108 a person” tokens to hand out when you catch people doing the right thing would be a way to
109 increase participation by people here at the Center.

110 **Safety Report/Presentation:** Robert Carmichael and Sally Ann Carey of HSE Assistance gave
111 a full presentation to the Board of Directors on the five things the Center has the most exposure
112 which could result in its not being able to run the facility. (1) Security including Panic Buttons);
113 (2) Parking Lot – speed limits and signage; (3) Inspections – the responsibility of everyone to
114 keep their eyes open for problems; (4) Access to and use of the Kitchen – avoid cross-
115 contamination and other practices that could cause food borne illnesses; (5) Electrical (MOA
116 inspections). This presentation will also be made to Staff and Volunteers at a time to be set by
117 the general Manager and HSE.

118 **Executive Session:** At 12:31 p.m. it was moved by Nancy Groszek, seconded by Rebecca
119 Mahaney that the Board move into Executive Session. Motion passed unanimously.

120 The Board adjourned the Executive Session at 12:41 p.m.

121 **ADJOURNMENT**

122 **It was moved by Sally Ann Carey; seconded by Nancy Groszek that the Board meeting be**
123 **adjourned. Upon vote taken, the vote passed unanimously. The Board adjourned at 12:43**
124 **p.m.**

125
126
127 **Minutes Submitted by:**
128

129 *Mary E. Shields*

130 Mary E. Shields, Secretary
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133

134 **ACTION ITEMS**

135 **Beer and Wine License:** Application to be completed and submitted in January 2018

136 **990 Tax Documents:** The 990 Tax Documents are to be voted on at the October meeting.

137 **Use of Van:** Report to be given by Rebecca Parker at the October meeting

138 **Contractor's Costs Question: regarding showing one individual as a Contractor rather**
139 **than an employee to be resolved when Stephanie Rose returns from vacation.**
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141

142 **Proposed Board Meeting Dates for 2017*:**
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144 10/11/17 11/08/17 12/13/17

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