

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

ATTENDANCE

Board Members Present: Kris Warren (President); Judy Brady (Vice-President); Mary Shields (Secretary); Nancy Groszek; Sally Ann Carey; Tom Brennan; Calvin Williams; Lynn Paterna; Jim Bailey; Paula Pawlowski

Board Members Excused: Rebecca Mahaney (Treasurer)

Recording Secretary: Eileen (Nicky) Nickoloff

Endowment Trust Representative: Matt Blattmachr (Peak Trust Co.); Spencer Wilson (Merrill Lynch)

ASAC Staff: Rebecca (Becky) Parker (General Manager); Malorie Spreen ((Program/Operations Director); Stephanie Rose (Finance/Administration Director)

Municipality of Anchorage Representative: Nancy Anderson (not present)

Guests: Gordon Glaser (Past-President); Pete Petersen (Advisory Council)

Call to Order: The meeting was called to order by Kris Warren, President, on 12/13/17 at 10:05 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:

Gordon Glaser discussed the Commission on Aging, which will meet in Juneau from February 5-9, 2018. He and Mary Shields will be attending and all are welcome, as many important issues for Alaskan seniors will be discussed.

Pete Petersen informed that the ASAC operating budget should be funded at current levels for the next year. Capital expenditures must be prioritized (ASAC has requested \$100K for new carpeting).

Agenda:

Nancy Groszek moved and Sally Ann Carey seconded that the Agenda be approved with one addition: Calvin Williams added Bean's Café to New Business. Approved unanimously.

Minutes from Prior Meeting:

Mary Shields moved and Nancy Groszek seconded that the minutes for the Board of Director's meeting dated November 8, 2017 be approved. Motion passed unanimously.

Municipal Liaison Comments: (Nancy Anderson, absent): no report.

COMMITTEE REPORTS: STANDING COMMITTEES

Endowment: (Matt Blattmachr, Spencer Wilson): a filed report showed the fund at greater than \$4.5 million, and there is a goal of 6% return over the long term. ASAC will receive a payment of approximately \$60K in January, 2018.

At the last Endowment Trust meeting, it was recommended that Gordon Glaser be added to the Endowment Trust Board. *This was moved by Nancy Groszek, seconded by Mary Shields and approved unanimously.*

Matt Blattmachr will be the Chair for the Endowment Trust Board for 2018, with Mark Stearns as Vice-Chair.

40 **Executive Committee: (Kris Warren)** – No report.

41 **Finance (Kris Warren for Rebecca Mahaney)** – The Finance Committee met on Monday and
42 reviewed and approved the October report showing that ASAC is in the black for the month as
43 well as in the black for the year. *Mary Shields moved acceptance of the October 2017 finance*
44 *report, seconded by Sally Ann Carey; the motion was approved unanimously.*

45 **Membership/Outreach (Sally Ann Carey):** The committee is finding there is great benefit from
46 verbal phone calls in addition to mail reminders to those whose membership is expiring. The
47 committee is working to set reasonable goals for projecting an increase in membership. While
48 Judy Brady is still on the committee and Paula Pawlowski will be joining, more members are
49 needed. The Center loses about 120 members/year due to attrition, death and moving away.

50 **Operations (Judy Brady):** no report.

51 **Fitness (Nancy Groszek):** a very successful Fitness potluck was held on December 8, with
52 approximately 75 members attending. A request had been made by some Fitness members to
53 keep the Center open during Christmas week, but due to restroom renovations and few staff
54 being on duty, it was decided to remain closed to the public and members during this week.

55 **Facilities and Engineering Report (Sally Ann Carey):** This committee meets the first
56 Wednesday of each month at 1 pm, and is actively seeking new members. The committee is still
57 looking for a used bobcat.

58 **AD HOC COMMITTEES**

59 **Self-Assessment (Lynn Paterna):** On 11/28, there was a report by the student committees at
60 UAA on evaluation forms, which are required for reaccreditation. It is up to the Board of
61 Directors to decide how to best implement this action.

62 **Gift Shop (Sally Ann Carey):** Sally Ann Carey, Judy Brady, Mary Shields and Paula
63 Pawlowski will meet in January to begin discussion of what changes should be made and how
64 these might be accomplished. They will also be looking at gift shops in other facilities.

65 **GENERAL MANAGER’S REPORT (Highlights)**

66 (A more complete General Manager’s report is considered incorporated within these minutes).

67 **Grants and Bequests:** The National Council on Aging (NCOA) announced that ASAC has been
68 awarded a \$50K grant to implement and expand programs including Medicaid, SNAP (formerly
69 known as food stamps) and Low Income Home Energy Assistance. Existing staff from Medicare
70 and Health and Wellness departments will be used to administer these programs and the goal is
71 to assist 300 seniors with applications.

72 A bequest of \$68K was received from the Estate of Mr. Paul Lemp; this will apply to the
73 Operating Budget.

74 **Fund Development:** Ken Miller, CFRE from Denali Consultants, will make a presentation at the
75 January 2018 Board meeting.

76 ASAC is seeking a bid to upgrade the audio visual system at the Center. Additional funds are
77 being sought from the Rasmuson Foundation and the MOA.

78 **Holiday Dinner:** The Holiday Dinner provided more than 200 members, guests and volunteers
79 with meals on Saturday, December 9. The Denali Federal Credit Union donated \$500 and the Mt.
80 View Lions Club gave \$350. Sysco Foods donated turkeys and other items.

81 **Education:** Malorie Spreen graduated from the Foraker Leadership School.

82 **OLD BUSINESS**

83 **Board Orientation/Training:** a date has still not been established for Karen Hunt to present this
84 training, which will focus on Board relationships in the Community and outreach, to new and
85 existing Board members.

86 **NEW BUSINESS**

87 **2018 Operating Budget (Stephanie Rose):** Stephanie discussed the proposed budget, pointing
88 out that it does not include the recent \$50K grant from the National Council on Aging. In
89 February, ASAC will take over the Medicare program, so that we will not have to pay 15%
90 Municipality of Anchorage administrative costs. A service contract for phones is also included,
91 as the old system does not work well. *A motion to approve the budget was made by Nancy*
92 *Groszek, seconded by Mary Shields, and approved unanimously.*

93 **Bean's Café (Calvin Williams):** Calvin discussed that food ingredients are still needed for the
94 Bean's Café Christmas dinner, as are monetary donations. He also asked ASAC management to
95 consider putting out a box for donations of clothing, socks, personal care items, etc.

96 **DIRECTOR'S COMMENTS**

97 **Jim Bailey** said that there will be instructions for seniors for voting by mail, which will be
98 instituted at the next Municipal election; Barbara Jones, Municipal clerk, is the contact for this.
99 There will also still be early voting and on-site voting at 4 locations on election day, as well as
100 12 drop boxes for ballots around Anchorage (including one at the Senior Center).

101 **ADJOURNMENT**

102 *It was moved by Nancy Groszek, seconded by Calvin Williams, that the Board meeting be*
103 *adjourned at 12:15 p.m. This was unanimously approved.*

104 **Minutes Submitted by:**

105 *Mary E. Shields*

106 Mary E. Shields, Secretary
107 (per Recording Secretary)

108
109 **ACTION ITEMS**

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

111 **Board Orientation/Training:** a date needs to be set for this training, possibly in April.

112 **Panic Buttons:** Rebecca Parker will discuss with APD.

113 **Juneau trip in February for Commission on Aging:** Gordon Glaser requested discussion of
114 joint travel for this meeting and for meetings with Legislators.

115 **Proposed Board Meeting Dates for 2018*:**

116 **2018 Meetings:**

117	1/10/18	2/14/18	3/14/18	4/11/18	5/9/18	6/13/18
118	7/11/18	8/8/18	9/12/18	10/10/18	11/14/18	12/12/18

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