

1 **DRAFT**

2 **Anchorage Senior Activity Center**

3 **Board of Director's Meeting**

4 **Minutes**

5 **Wednesday May 12, 2021 at 10 AM**

6 **Via Zoom or Live**

7 Convene Meeting at 10:05am by Gordon Glaser, President

8 Roll Call: Gordon Glaser, Tom Brennan, Kurt Steinert, Kris Warren, Joe Mathis, Vera Crews,  
9 Karen Quirk, Mary Shields, Stephanie Rose, Jim Bailey (after rollcall: Elsa Sargento)

10 Excused: Paula Pawlowski, Micky Becker, Judy Brady, Pat Blakney

11 Staff: Becky Parker, Stephanie Rose, Julie McFarland

12 Visitors: Stephanie Haydn (for introduction only), Maureen Haggbloom

13

14 **Agenda was accepted with no objections or exceptions.**

15

16 **March Minutes were moved for discussion by Mary Shields and seconded by Tom Brennan**  
17 **with no objections or exceptions the Minutes for March were accepted. No April meeting.**

18

19 **Committee Reports**

20 Executive Committee: Gordon announced a vote had been taken via email for Elsa to join the  
21 board. That result being unanimous, motion by Tom and seconded by Kurt to accept the results  
22 of the email vote and to accept Elsa as the newest board member. (clapping of hands)

23

24 Gordon explained two slots for special member appointees, not through formal election.

25 Gordon submitted the name of Stephanie Haydn who has been vetted by the Executive  
26 Committee. Her experience as co-chair of the Gala was significant. Stephanie introduced  
27 herself via Zoom at this time and looks forward to meeting board members soon. There being  
28 no questions to her at this time, Gordon explained members will do an email vote after the  
29 meeting and thereafter conduct a confirmation vote to welcome her to the board. Gordon to  
30 email her resume prior to the email vote.

31

32 Gordon and the executive committee at its recent meeting on Monday, May 10 discussed the  
33 reopening of the center as well as construction to start tomorrow, May 13.

34

35 Endowment Trust:

36 Kris reported the account is at \$5.5m currently but is open to market fluctuations. He  
37 announced they will be meeting tomorrow at noon and invited all board members to join.  
38 Contact Kris. There is expected that another \$95k will be added this year after having already  
39 received \$95k in funds.

40

41 MOA Liaison:

42 Maureen Haggbloom praised the ADRC for its most recent presentation online. There will be  
43 an Older American's event on May 26 which will also be on the municipality's health

44 department social media. Maureen and Karla Wright of ADRC will begin a project on advisory  
45 reporting on the topic of “Hesitancy” which is yet to be fully ascertained as to its focus;  
46 Maureen will keep ASAC board informed of any information that may be pertinent to the  
47 center. The last data shows a high percentage of seniors receiving covid vaccine; Gordon stated  
48 it was about 70%. Maureen expressed interest in center’s plans for reopening and is confident  
49 of work on that.

50  
51 Gordon asked if the board had any questions for Maureen. He mentioned the Older Americans  
52 event proclamation to be presented after modifications. He added the construction schedule is  
53 moving quickly and the center will handle any challenges regarding the reopening.

54  
55 Finance Committee:

56 Gordon reported a meeting held with finance committee on Monday, May 10 which showed  
57 the results being positive. Stephanie referred to her consolidated report submitted to  
58 members in this meeting’s email packet which shows Payroll and all invoices had been paid  
59 with \$81k remaining in net income. Grants for the restaurant showed profit during the first  
60 quarter through Covid CARES meals and Kids Corp showing a net income. Personnel was under  
61 budget due to being transferred to the Covid CARES line item. Membership was at \$2300;  
62 equipment was over budget due to the purchase of an i.d. card machine. The current bar codes  
63 for center members can be utilized and photo added to appear on the cards.

64  
65 Fundraising was under budget; however, when consolidating the Covid CARES funding it is  
66 above budget. As of late January 2021, the meals are purchased on a donation basis. Social  
67 activities under budget; Fitness shows personnel over budget due to their becoming working  
68 staff rather than contract. Café showed \$21,752 and 41% as food costs for Kids Corp. Café net  
69 income was due to the actual sales going to a donation basis. Any expenses not covered by the  
70 CARES was covered by CHARR. \$6,815 is donation and all expenses were covered. The meals  
71 program continues to grow and will continue into 2022. An additional grant was submitted for  
72 2022. Accounts show \$280k in checking and \$200k in savings with A/R at 18,374; CHARR grant  
73 received for \$15k, PPP received in February for \$154,395. Grant funding received: Atwood  
74 \$10k; a tier 1 for Rasmuson Foundation for just over \$20k; wellness grant ConocoPhillips \$5k.

75  
76 Stephanie directed board’s attention to page 6 of the large packet entitled “YTD Comparison  
77 Revenues, Operations: January through March 2021.” She pointed to Donations being over  
78 budget due to donations through the restaurant for meals. Gordon asked all to look at the ratio  
79 since donations for meals need to be kept separate yet will present a challenge since names of  
80 donors are confidential.

81  
82 **There being no further discussion on the financial report all board members voted**  
83 **unanimously to accept.**

84  
85 Membership Committee-Julie:

86 Julie reported that membership year-over-year shows a slight decline. Compared to last  
87 month, there are five additional members.

88

89 Facilities Committee-Kurt Steinert:

90 The upcoming construction will be performed in three different packages:

91 1) skylight work by Rand Construction begins next week with demolition work in anticipation  
92 of arrival of raw materials. The area involved will be better insulated and allow for more  
93 sunlight to pass through allowing for a more welcoming entry.

94

95 2) Criterion Construction will carry out major construction and remodeling of areas including  
96 upgrade to kitchen, café, gift shop, new flooring, and an expansion to what was formerly called  
97 the “new addition.” Kurt explained the variance in dollar amounts of bids that had been  
98 received being large but has confidence in the contractor being awarded despite its much lower  
99 bid. He has good experience with them; the municipality’s formal award of this contract may  
100 have been on last night’s agenda. Mary asked for oversight by Kurt especially as to the type of  
101 flooring and whether the board’s selected colors will be adhered to in the construction process.  
102 Becky and Don will be the contacts for daily communication with contractors. Gordon  
103 emphasized if there are any changes or substitutions of materials that Kurt have the final  
104 oversight. This to avoid being told after the fact by the contractor that they had received an  
105 okay from the municipality, especially in the ordering of materials of lesser cost or quality. Kurt  
106 will meet with the architect and confirm the materials are what the ASAC board had requested.  
107 Per Gordon, if there is a change to be contacted at once as the center provides for a population  
108 with definite needs. He suggested meeting weekly with Kurt who mentioned there is usually a  
109 high number of amendments sought during construction. Kris asked to ensure money is put  
110 aside to pay for any upgrade changes in materials’ costs.

111

112 3) The recent bond issue of \$350k will be used for design of parking, installation of safety rails,  
113 upgrade of windows. This work will involve a third contractor who will be mobilized. Kurt  
114 added that the paving performed last year still looks good except for a minor area.

115

116 Gardening work has begun with volunteers from ARC and local church; vehicles have been  
117 prepped for summer usage; maintenance recently performed cleaning of ductwork; major  
118 artwork will be taken down, cleaned, repaired, and rehung. One percent of the new bond  
119 monies has been set aside for new artwork, to which Becky added it will be possibly a sculpture  
120 for the garden and/or a donor wall.

121

122 Gordon thanked Kurt for his work on the construction projects which will serve to build a future  
123 that subsequent generations can utilize and enjoy. (clapping by all) Kurt suggested a video be  
124 considered showing stages of the center throughout its history plus remodeling. One was done  
125 by the center in Edmonds, WA. Becky will ask a local tv channel and a photographer to  
126 document the remodeling. Gordon and Mary laughed as they requested a piece of the tarp for  
127 a keepsake, pointing to when the old skylight started falling and missed Mary’s head by inches.

128

129 Operations – No report

130 Executive Director – Becky welcomed Elsa to the board. Managers’ meeting held to set up  
131 movement during construction work. She mentioned Tabitha (last name?) was hired as

132 director of communications and development and will start work June 7. She brought her  
133 energy and professionalism into her volunteerism at ASAC; Kris has known Tabitha a long time.

134

135 Older Americans event is May 26 at 10:30am here at the center. The guest speaker is Clark  
136 Halvorson, CEO of United Way. There will be a presentation of the Ron Hammett Award  
137 recognizing outstanding service to seniors and families. The United Way has helped ASAC  
138 provide meals to seniors.

139

140 Becky announced Monday the center is moving to Phase 2 reopening which permits 50%  
141 capacity. After Phase 2 we move to "Normal." The weight room is being rearranged. Gordon  
142 reminded everyone an orientation needed prior to use of that area. Masks will be worn, and  
143 social distancing maintained. Classes for fitness will remain remote. Members using the fitness  
144 area are to call Brittany as space is limited. Volunteers in the library are setting up that area  
145 today. Gift Shop is not open and is seeking a new lead volunteer since the former resigned.  
146 Also need a garden manager; flowers will be coming soon from the municipality greenhouse.  
147 Last night's ADRC presentation was a sellout with registration at capacity on Zoom.  
148 Management will meet today to discuss entryway configuration; may use back door. Nila is  
149 receiving in-person Medicare inquirers; nail/hair will be returning soon; Cyrano's will soon offer  
150 drama classes here. The clip shown on Channel 2 Alaska NewsSource two days ago was put on  
151 screen. Becky guided cameras through the kitchen and talked about meals. Mary suggested  
152 more filming during construction operations, especially showing the crane. Becky will ask for  
153 filming once the action begins and will include a "thank you" to the community for passage of  
154 the bond issue.

155

156 Gordon encouraged appointments with the nutritionist; Becky said evidence of more such  
157 appointments needs to be shown in reports given to various entities. Becky is hoping for a  
158 barbeque held outdoors.

159 Kitchen committee – Joe:

160 We are modifying and rearranging due to the new guidelines as they have changed recently.

161 Advocacy committee-Jim: Nothing to report.

162 New business – Flyer was sent for to the public about the Older Americans' event.

163 Remarks:

164 Jim: advocate amongst your friends and family the focus is on Alzheimer's & Dementia.

165 Joe: None

166 Tom: It has been a long Spring.

167 Kurt: Appreciates the ASAC Newsletter. Julie was commended for her work on that.

168 Karen: None

169 Vera: Thinking about recognition of Judy Weimer who passed away; Becky is contacting Judy's  
170 husband, Pete, about a memorial.

171 Elsa: Thanked everyone for the warm welcome and great work. Her hope is to bring in more  
172 members from the community. Kris outlined ages and types of membership and costs for Elsa.

173 Gordon: Appointed Elsa to an ad hoc committee working with Becky training and coordinating  
174 computer tablet and hotspot loan-out project. He recommended reading Becky's report each

175 month to be advised of happenings at the center. After health inspection the liquor license can  
176 be implemented.

177 Vera: Pioneers of Alaska will hold a memorial event at the Anchorage Cemetery on Memorial  
178 Day and invited all to attend. The American Legion sets out crosses at all gravesites of veterans.

179 Kris: We need to open fully as soon as possible.

180 Becky: Hoping to have meals to go that can be purchased inside from the café.

181 Mary: The June finance committee will need to meet on the first Monday, June 7<sup>th</sup>.

182

183 Gordon thanked Julie for setting up the first “hybrid” board meeting with camera and sound for  
184 users in the Ballroom, plus allowing for Zoom attendees from remote. He encouraged more  
185 practice in hosting seamless meetings. Vera asked for better audio set-up to be provided.

186

187 Motion to Adjourn at 11:33am by Mary and seconded by Vera. Motion passed without  
188 objection.

189

190 Next BOD Meeting: Wednesday, June 9<sup>th</sup>

191

192 Respectfully submitted,

193 Karen Quirk

194 Drafted 5/16/21