



Anchorage Senior Activity Center

DRAFT

**Board of Director's Meeting Minutes
In-person and Zoom Meeting*
Wednesday, August 10, 2022**

Convene Meeting: 10:08 a.m. by Paula Pawlowski, President of the Board of Directors

Roll Call – Karen Quirk

Present: Paula Pawlowski, Micky Becker, Karen Quirk, Tom Brennan, Jim Bailey, Phyllis Rhodes, Judy Brady (via Zoom), Vera Crews, Elsa Sargento, Gordon Glaser, Past Chair.

Absent: Joe Mathis, Nancy Groszek, Kurt Steinert, Stephanie Haydn Buchanan

MOA Liaison: Maureen Haggblom, via Zoom

Guest: Kris Warren, Chair, Endowment Committee

Staff present: Rebecca Parker, Tabitha Karpow, Stephanie Rose, Mary Shields

SAFETY MOMENT: Perhaps “Pack your rain gear as these are the rainiest months on record.”

AGENDA APPROVAL: Jim Bailey made moved and Micky Becker seconded that the Agenda for today's meeting be accepted. There being no objection, this Motion passed.

PAST MINUTES: Micky Becker moved to accept the Minutes of the July 13, 2022 meeting, Elsa Sargento seconded. The Board voted to accept the Minutes.

Committee Reports:

Executive Committee/President's Report: Paula Pawlowski submitted her President's report via email prior to this meeting. Paula reported that the Executive Committee met and discussed the revision to the Five-Year Plan currently being reviewed in detail by Mary Shields and Paula. Karen Quirk is helping with editing grammar, format and punctuation.

Endowment Committee: Kris Warren, Chair: Kris stated that the current value of the Endowment Fund is much closer to \$5 Million (as of 8/9/22 it was at \$4.96M). Tomorrow is the quarterly meeting of the Endowment Trust with Merrill Lynch and all are invited.

Maureen Haggblom, Municipality of Anchorage: Maureen referenced the recent changes to the department noted in the media. Kimberly Rash, Deputy Director, is now Acting Director. Our invitation to conduct a tour of ASAC with Division Manager, Terence Shanagan, is today.

Finance & Budget Committee: Micky Becker stated that the Finance Committee met on Monday and although we do not yet have a Financial Report available for this meeting due to Stephanie Rose being out of state, the status of grant monies was reviewed with the Executive Committee. There will be an updated Financial Report available prior to the next Board

44 meeting. Stephanie Rose stated the cash balance on-hand as of today is \$160,000. \$100,000
45 will be moved into the savings within the next week per Board vote a couple months back. This
46 is a donation from Bonnie Tisler's estate.

47
48 The grants applied for and those received and/or closed out were reported. For example, MOA,
49 NTS, and Medicare. Grants that have been submitted include a grant of \$98,000 for meals
50 support and for replacement of computers in ASAC lab. The \$213,000 for meals program does
51 mainly include personnel costs. Kids Corps contract has been signed with an increase in prices.
52 The next report will be a two-month combined report and Micky stated the prior months (going
53 back from April to current) will not be sent out but will be compiled. The restart of a meals
54 program with different criteria in place will begin September 1st and a plan is being developed
55 based on income and disability; additional kitchen staff has been hired as well. ARPA monies
56 are still pending but could extend the lifetime of the meals program based on new criteria and
57 due to its being a 3-year contract.

58
59 *Fitness Committee:* Phyllis Rhodes reported that the Committee is well-attended. She sees a
60 need for a monthly fitness payments' report so the Manager is aware of who has paid. Brittney
61 Mitchell will be off for the month of September. The hiring of an assistant is being considered.
62 There has been great feedback from members about Fitness offerings.

63
64 *Membership Committee:* Mary Shields reported the payment of dues is now back toward
65 normal once reminders were sent out; reminders had been set aside during the pandemic.
66 Total number of members is 1,746. A membership drive will take place early next year. Karen
67 Quirk has agreed to chair the Membership Committee. The Annual Meeting is August 17 as is
68 the Meet & Greet of the Board Candidates. The Ice Cream Social and the ribbon cutting for the
69 newly remodeled and renamed Gift Gallery will follow the Annual Meeting. It was noted that
70 the Annual Meeting is normally held in April, but the Board officially moved it to the August
71 meeting due to the slow move back from the COVID pandemic shut-down. In accordance with
72 the Standing Rules: "Article II: Members, Section 4: Membership Meetings: the Annual
73 Meeting in 2023 "shall be held on the second Tuesday of April unless an alternate date is
74 deemed necessary and approved by a quorum of the Board."

75
76 *Facilities Committee:* A written report was sent by email prior to this meeting. Estimates for
77 lawn service and snow removal for 2023 are being sought. The back door has been replaced
78 and fireplaces are due to be received this week. Kurt will be leaving the Board and there was a
79 suggestion for the President to appoint someone to the Committee. The garage bid came in
80 higher than expected and the proposal will be revisited. Vera Crews asked that the creator of
81 the beaded curtain for the lobby area be recognized.

82
83 *Operations Committee:* Nothing to report.

84
85 *Executive Director's Report:* Becky Parker reported on the completion of the Five-Year Plan and
86 the Staff Manual/Job Descriptions and thanked Mary Shields for her assistance. The Rasmuson
87 Foundation grant for \$450,000 was awarded to ASAC for the purchase of new furniture.

88 Weidner Properties stepped forward to donate an additional amount of \$200,000. which will be
89 used for additional furniture needs and to update the sound system.. Two employees resigned
90 from ASAC last week; exit interviews and hiring search to begin. Kudos to the Mayor and Parks
91 & Recreation who speedily responded to clean-up of areas in the adjacent woods. Addition of
92 sprinklers is to begin later this month at estimated cost of \$40,000.

93

94 *AGENet and MOA Senior Advisory:* Gordon Glaser stated that the Senior Advisory Committee
95 will be starting up again in September. AGENet recently met with the lobbyist to discuss the
96 veto by the Governor amounting to \$1.5M which had been assumed would be approved.
97 Request was made to meet with the Governor to discuss. Those who will be affected are those
98 seniors who have need of health aides.

99

100 *Communications & Marketing Committee:* Tabitha Karpow thanked the Board Members who
101 served at the Volunteer Luncheon. Thanks to the South Rotary Club, The Community Garden
102 Project has begun on grounds of ASAC and will hold 28 raised beds. Discussions are underway
103 with demolition company regarding the Swank House. Tabitha encouraged all to join in the
104 ribbon-cutting ceremony for Gift Gallery August 17th. Memoirs will be included in the Borealis:
105 see Mary Wolcuff. The State Fair trip is set for August 22 and cost is \$25. The testing held
106 recently for vision and hearing was a success.

107

108 *Five-Year Plan:* Paula Pawlowski referred all to the copy included in today's handout. It was
109 revised and abridged to be clear on describing where we are going and how we plan to get
110 there in the years ahead (2022-2027) and is vital to include for accreditation. Gordon suggested
111 including names of major donors to ASAC. **Mickey Becker moved the Plan be accepted, and Jim
112 Bailey seconded the Motion. All were in favor and the Motion passed with no further
113 discussion and will be published as dated August 10, 2022.**

114

115 *Staff Handbook:* Paula Pawlowski pointed to the areas in which the Board becomes involved in
116 administrative affairs: e.g., Performance Review of Executive Director and Grievance
117 Committee. **Jim Bailey moved to accept the revised Staff Handbook and this was seconded by
118 Elsa Sargento. The Motion passed.**

119

120 *Election of Board Members:* Karen Quirk reported there were four open positions in the 2021-
121 2022 Board of Directors and as of the deadline for receiving applications on August 5, four
122 applications received. According to ASAC bylaws, and since the number of applications
123 received equaled the number of open seats, a "Notice that Election Not Required" was signed
124 by the Board President and the Secretary of the Board. Said Notice was duly posted in a
125 prominent position at ASAC. Those whose terms expired were Joe Mathis, Vera Crews, Kurt
126 Steinert and Tom Brennan. The new board members are Stephanie Haydn Buchanan, Joe
127 Mathis, Elsa Sargento and Kimberly Rion. The 2022-2023 Board will be certified at the next
128 meeting and will begin to serve October 12, 2022. Board members serve for three-year terms.

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130 **Upon Motion to Adjourn by Jim Bailey and seconded by Karen Quirk, this meeting ended at**
131 **11:45 a.m. The next meeting will be on September 14, 2022.**

132

133 **Submitted by Karen Quirk, Secretary of the Board of Directors**