



Anchorage Senior Activity Center

DRAFT

**Board of Director's Meeting Minutes
In-person and Zoom Meeting*
Wednesday, September 14, 2022**

Convene Meeting: 10:00 a.m. by Paula Pawlowski, President of the Board of Directors

Roll Call – Karen Quirk

Present: Paula Pawlowski, Joe Mathis, Micky Becker, Karen Quirk, Tom Brennan, Kurt Steinert, Jim Bailey, Judy Brady, Vera Crews, Nancy Groszek, Elsa Sargento, Gordon Glaser, Past Chair.

Excused: Phyllis Rhodes, Stephanie Haydn Buchanan

MOA Liaison : Maureen Haggblom, via Zoom

Guest: Kris Warren, Chair, Endowment Committee

Staff present: Rebecca Parker, Tabitha Karpow, Stephanie Rose

SAFETY MOMENT: Watch for bicycles during the darker morning and late afternoon hours as there are school children who have been left without access to regularly scheduled school buses.

AGENDA APPROVAL: Joe Mathis moved to accept the agenda and Jim Bailey 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 August 10, 2022 meeting with amendment requested by Nancy Groszek to change the word "Absent" to "Excused" next to her name regarding roll call; Karen Quirk seconded. The Board voted to accept the Minutes.

Committee Reports:

Executive Committee/President's Report: President Paula stated that every effort is being made to ensure the Board Meeting documents packet is emailed to all Board Members by the preceding Friday at the latest. It was especially noted that the draft Minutes be sent earlier to allow for adequate time for reading them prior to the meeting.

Endowment Committee, Kris Warren, Chair: The value of the fund is now less than \$4.7M which is \$1M less than this time last year. Merrill Lynch thought the Dow could continue to drop with the Feds raising interest rates and with continuing high inflation. No changes were made to how the fund is being handled; however last month there was a move to invest in more value-oriented accounts and a cash amount withdrawn. Kurt Steinert stated that looking at the five-years the fund has done very well overall. Kris added that since 2012 there has been a 96% increase.

44 *Maureen Haggblom, Municipality of Anchorage:* Maureen asked for the Board's patience
45 regarding the tracking of issues for ASAC. Postings have been issued about the bears' presence
46 in the area. Parks & Recreation will be asked to take a look for camps in the woods which may
47 be the reason the bears are around. Some of the underbrush has been cleared so there is
48 ample time to allow the bears to see people walking. They will be here all week to clear the
49 bark beetle infested trees.

50

51 Snow removal will be brought up at the MOA to see if any assistance is possible. A contractor
52 that was used last year has been contacted by Milton Brown. Maureen will inquire as to who
53 the Chugach Manor uses for snow clearing.

54

55 As to the longevity of the bond issue monies, a response will be requested from Terrence
56 Shanigan as he is health department head at MOA. He is also following up on a possible
57 increase in the ASAC budget based on a raise in consumer price index.

58

59 Rebecca Parker invited Maureen to attend the upcoming MOA Assembly luncheon. Kurt
60 Steinert asked who is responsible for snow removal – the MOA or ASAC? It seems the
61 obligation is on the side of ASAC. Kurt compared the outlook on bears in the Sierra versus here
62 in Alaska. Bear spray is not permitted in the Sierras.

63

64 Judy Brady stated that an answer is needed as to the snow removal question by the next ASAC
65 Board Meeting. Maureen said the applications for grants is currently under review.

66

67 *Finance & Budget Committee:* Micky Becker referred to the financial statements for May and
68 June which she said are not what one might call updated information. Stephanie Rose is trying
69 very hard to catch up. We will have financials for July and August at the next meeting. At the
70 report for the end of June you have "Notes" which refer to the "net income." As of that time
71 the \$203,000 figure for June includes \$146,000 gift donation. Cash balance this week is
72 \$250,000 with \$350,000 in emergency account and Kris will be asked for advice on investing.

73

74 As to gala income the total was \$220,000 and net income was \$117,500. It was a very
75 successful event. The Finance Committee met Monday and reviewed detail on the gala. We are
76 looking into next year's event as to the extent that staff hours increased. The financials do not
77 include staff hours. It is hoped the "Signature Event" as required in the MOA contract will
78 continue as it is "priceless" as to PR value; it is believed the ASAC management will do it again.
79 If anyone has other ideas for fundraising, please see Micky.

80

81 The 2021 audit is ongoing and documentation will be presented to the Board in October. We
82 state in all grant applications that ASAC has 100% participation in giving from the Board
83 Members.

84

85 Following a question from Joe Mathis concerning Accounts Payable amounts due now,
86 Stephanie Rose stated that it is about \$3,000 with all being caught up and now current.

87

88 Micky moved that the May and June financial reports be approved. Stephanie explained
89 additional money for the meals program as it has been revitalized with other criteria.

90
91 Judy Brady asked when up-to-date financial information can be had. Stephanie has cross-
92 trained her assistant and has hired a new assistant. These two will handle the day-to-day work
93 as Stephanie focuses on QuickBooks and grants. Stephanie explained the timing issues behind
94 data input and compilation of financial reports. The work is done on an accrual basis and not on
95 a cash basis. The Finance Committee has asked Stephanie to train one more person so that
96 more timely information can be forthcoming.

97
98 Nancy Groszek noted her monthly donor amounts have not been taken out of her account to
99 which Stephanie said it must be done manually rather than the usual passthrough.

100
101 Stephanie reviewed the grants status. ASAC applied for the first RFP with NTS that included
102 meals. This is the first time ASAC has applied for this for meals. We received \$213,000 which is
103 a three-year grant. About \$40,000 is an ARPA which is separate from this; it was submitted to
104 apply to meals. It was discovered that we can provide more meals than was originally thought.
105 It helps make sure that the restaurant remains afloat and not end up in a loss.

106
107 \$213,000 was received in August and the meal program resumed September 1. The guidelines
108 are very specific regarding who gets deliveries. Physical limitations rank high such as being
109 unable to go to a store, or proof of a lack of adequate transportation, etc. \$109,000 is a
110 Medicare grant; we are in the process of hiring two part-time Medicare counselors. BEC is
111 another grant; we were awarded a three-year grant last September at \$60,000 per year funded
112 by the National Council on Aging. \$98,000 from ARPA is still awaited; a grant for human
113 services through the MOA is \$106,000 for meals. This will allow us the ability to delivery up to
114 200 meals. Gordon Glaser asked the number of meals we are allowed to deliver. It is now 65 up
115 to the 95 budgeted and of those we have 20 that are being delivered. The suggested meal
116 donation is now \$10. Any senior over age 60 is eligible. This also works for congregate meals
117 which means that seniors who want to can eat here. This aspect has not been publicized. Judy
118 suggested a fact sheet be published that explains the meals program.

119
120 The better use of microphones or other listening devices during the meetings was brought up;
121 Becky stated this is being made a part of the furniture grant. Vera Crews suggested the use of a
122 parliamentarian; Paula stated she does not see this operation as one implementing a strict
123 Roberts Rules. In addition, if one is having issues with hearing then they must be responsible for
124 that on their own.

125
126 Micky stated she is not in favor of fund-raising for meals as the mission is to be a senior center
127 and not a soup kitchen.

128
129 *Fitness Committee:* Brittney at the Fitness Center is out all of September. Access to H2O facility
130 is being researched. The Dome is a possibility. Nancy Groszek asked if the YMCA cannot be used
131 again as it had in the past. Paula explained the need to find someone who is willing to train and

132 be certified for such a position. In addition, there has been so much requested of the YMCA on
133 this issue that the truth is that ASAC members jeopardized the plan on their own.

134

135 On October 11 the Fitness Committee will host a birthday bash as both Brittney and Heidi are
136 celebrating birthdays.

137

138 *Membership Committee:* Karen Quirk reported the Membership Committee is revamping and
139 will meet with new committee members today. Membership fees are now being requested
140 after the long hiatus during the pandemic. As of today the numbers remain stable. A
141 membership drive is being planned for late this year.

142

143 *Facilities Committee:* Kurt Steinert advised the garage we had planned for will not be built.
144 Rather a rebid will be requested in January with more competitive pricing. Kitchen coffeemaker
145 is awaited. The sprinkler system for the lobby is still awaiting safety inspection in late
146 September of early October. The fireplaces should be ready to go after finishing the tile work.
147 The dining room door has been fixed; no asbestos was found in the little house on the property;
148 it does have lead paint. Milton in Facilities is looking into snow deposit areas. Stephanie Rose
149 mentioned the grill is not yet installed in the kitchen, and Kurt will check into that. Security
150 camera installation is completed; not yet functional. Nancy Groszek asked about the plans for
151 the old house that is on the property at ASAC. It was determined that this issue is up to the
152 Board of Directors. Becky mentioned places have been found in the newly remodeled
153 bathrooms where there are chipped spots in the laminate areas which is a concern as to the
154 longevity of this update.

155

156 *Operations Committee:* Joe Mathis said he had nothing new to report. There is now an
157 updated Five Year Plan which everyone should place in their red binder. Paula added there is a
158 new logo for ASAC which will be used (see samples in handouts).

159

160 *Executive Director's Report:* The Furniture Committee is continuing to meet. Designers are
161 helping the team to look at options. We are also taking on space for office and possibly using
162 the computer room for such. Mary Shields who has been helping in administrative areas for the
163 past months is now packing up to leave Alaska. She has nominated ASAC for the Gold Pan
164 Award as they have a new category for "non-profit" organizations. The new logo (see samples
165 in Board packet) is to be used and if no objection, we will begin using it for all correspondence
166 and for website and social media. There is a request in to meet with the Governor of Alaska
167 regarding an increase in the budget. The Alaska Commission on Aging will meet at ASAC on
168 October 3 with listening session on October 4 to which all are encouraged to attend in order to
169 make everyone's opinion known. The ASAC owns five acres of property on their campus here;
170 there may be possibly more land that could be available for future projects. A Facilities meeting
171 will further discuss this.

172

173 The administration is reviewing salaries of all employees now. Work is being done on the
174 budget for next year which is to be presented for approval to the Board in November. A group
175 from Harvard/Princeton Yacht Club visited ASAC recently and the talk was about aging. Michael

176 Cummings is ASAC's newest employee; he is a Veteran and is currently working with the meals
177 program.
178

179 *AGENet and MOA Senior Advisory:* Gordon Glaser reported many programs are facing problems
180 finding adequate staffing. ACOA is sending out a survey about senior issues in Alaska. Although
181 they do not directly provide services, they are instrumental in data collection and processing it
182 to be forwarded to the appropriate leadership in order to make senior issues widely known.
183 Please complete the survey when you receive it. That organization will also be holding
184 meetings throughout the state and collecting data. The Anchorage listening session will be held
185 here at ASAC ballroom on Tuesday, October 4 from 10-Noon. Everyone is encouraged to attend
186 this session and speak up for seniors, ask questions and express creative ideas for
187 improvements which are age-friendly. Jim Bailey is Chair of the Senior Advisory Commission.
188 One of the projects is how to make Anchorage a friendly senior community. Volunteers are
189 needed and there are two vacancies on this advisory group that reports to the Mayor and to
190 the Municipality of Anchorage.
191

192 *Communications & Marketing Committee:* Tabitha Karpow reported the AgeSmart group is
193 meeting in person after a three-year hiatus. They plan to take a look at travel opportunities for
194 ASAC members. The newest employees at ASAC will be the focus of the October Borealis
195 newsletter. Interviews are ongoing for an administrative assistant and two part-time BEC
196 positions. The ASAC website will be using the new logo and be up and running. The community
197 garden project is moving forward. The general contractor will be bringing in gravel and dirt,
198 getting volunteers – see Bob Pawlowski. The aisles will be made wide and the garden beds are
199 raised for ease of access. Six beds will be completely raised higher to help those gardeners with
200 mobility and physical issues.
201

202 Tomorrow will be the Pat Abney farewell at noon. She is moving to Illinois to be near family.
203

204 *President Paula:* On September 28th from 6 – 8 p.m. Elsa Sargento will present “I am
205 Anchorage” which is a Fall Festival of cultural music and dancing. Community partners to
206 participate are from Russia, Polynesia and the Philippines, plus Mexican and Korean groups will
207 be invited. It will be a fun evening and hopefully an annual event with ever more groups
208 participating from within the multicultural city of Anchorage.
209

210 The Annual Luncheon with Municipal Assembly members will be held here on October 7th.
211 Please plan to attend and meet/greet representatives in an informal setting. It is always a fun
212 and interesting opportunity. Board members are highly encouraged to attend.
213

214 *Other Topics:* Judy Brady suggested a centralized list of what all the senior committees are
215 working on at the local and state levels. President Paula stated there are Board Members who
216 are involved in various groups. Also Judy asked what topics can be brought to the attention of
217 the Anchorage Assembly members at the luncheon. Paula suggested to be aware that ASAC is
218 only an advisory group. The Commission on Aging meets four times per year and is also an
219 advisory board.

220 Vera Crews suggested the ASAC Board add a liaison person to share with the Pioneers of Alaska
221 as there seem to be similarities in the scope of their projects. Tabitha asked Vera to send her a
222 list of the Pioneers' board members.

223
224 Paula mentioned that on October 18th there is a Women's Hall of Fame event at which our own
225 Becky Parker will be recognized. It is not yet known whether this will be in-person or via Zoom.

226
227 The next Board meeting is set for October 12. There will be some changes in the roster of
228 members: we are saying goodbye to a few and gaining or regaining some new members by way
229 of the most recent election. November 9 we will have a Board of Directors retreat from 9 a.m.
230 to 4 p.m. We will cover some of the issues that have been brought up and brainstorm once
231 again for new projects and priorities.

232
233 **Upon Motion to Adjourn by Jim Bailey and seconded by Nancy Groszek, this meeting ended**
234 **at 12:03 p.m. The next meeting will be on October 12, 2022.**

235
236 **Submitted by Karen Quirk, Secretary of the Board of Directors**