

SENIORS UNITED FOR NUTRITION PROGRAM, INC.

BOARD OF DIRECTORS MEETING

MINUTES OF THE MEETING

August 12, 2009

(Minutes subject to review & approval)

Meeting called to order at 4:00 p.m. by Chairman, Ron Benish, at the Iowa County Courthouse, Iowa Co. Board Room, 222 N. Iowa St., Dodgeville, Wisconsin.

Roll Call: Ron Benish, Iowa; Gerald Dorscheid, Iowa; John Bartels, Lafayette; Bill Moody, Lafayette; Leon Wolfe, Lafayette, were present. Diane McGuire was absent.

Others Present: Cecile McManus, Executive Director; Jan Baker, Financial Officer; Jim Middaugh, Dodgeville PAC representative; and Carol Benson, Director Lafayette County Commission on Aging, who arrived at 4:30 p.m.

Certification of the Meeting-McManus stated that notice of the meeting was posted at designated public places and emailed to Lafayette County. Motion by Dorscheid that the meeting was properly certified, seconded by Wolfe. Motion carried.

Approval of the Agenda for August 12, 2009—A motion was made by Dorscheid to approve the Agenda, seconded by Bartels. Motion carried.

Approval of Minutes of the Meeting of July 16, 2009 Board Meeting—The minutes were reviewed and no one had any questions. A motion was made by Dorscheid to approve the minutes, seconded by Bartels. Motion carried.

Reports from other Board members and members of the audience— Jim Middaugh said that everything is good at the Dodgeville site and that daily, there are usually 5-6 participants at the site and 7-14 home delivered meals. He noted that at one time Clyde had as many as 30 home deliveries daily. He doesn't think that the location move from Grace Lutheran Church to Hidden Valley Church affected attendance. He said that there were 3 new participants today. Cecile said that 2 groups have taken advantage of the new participant coupon. Moody commented that what is on the menu has a lot to do with attendance.

Aging Resource Center & County Aging Unit Reports—Lindholm not present. Carol Benson said that they are working on their county plan and have scheduled a public hearing August 18th, 2009, at the Belmont mealsite after lunch, and another meeting August 26th, 2009. Their focus is on Emergency Preparedness and they will coordinate with SUN. They plan to create "blizzard kits" for home delivery participants. In addition to the special meal SUN provides, they will add a flashlight and a flyer, and restock supplies if they are used. Also, she noted, there may be some specific site related preparedness needs to address. Cecile and Carol plan on attending village, township, and city Board meetings as a local priority part of their 3-year plan, and promote advocacy by introducing themselves and telling them what we are doing. This will take awhile as there are many municipalities in our program area. Another Lafayette County COA focus is their Caregivers Program. She said that they are already doing some, and the plan is very comprehensive, but they will start 2010 on a good note. The Fearless Caregivers and State ADRC trainings are coming up. Regarding their 2010 budget being in the red, Carol said that in the past, the aging program had carryover -- it has been used to subsidize their past budgets, with their only increases being wages

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and fringes. Cecile said that SUN may be able to return the \$25,000.00 Lafayette COA Advance this year, or part of it.

Monthly Reports- Cecile noted that the Cash On Hand Statement does not follow the format of the past Cash Flow Statement . The reason that our main checking account balance has increased is mostly due to the fact that GWAAR sent us advances of approx \$50,000.00 earlier in the year; then, after receiving our reports, they didn't account for the advances and sent us approx. \$79,000.00 to cover the first six months. The money was very welcome, but now our allocation remaining for the year is only approx \$40,000.00. Benish asked why our site balances varied; for instance one account had \$1000.00 and another had zero, and Cecile explained that we have some accounts that are interest bearing with a minimum balance. Moody inferred that since the interest paid is so low now, and we need the site money to operate, we could look into an account at each of these banks that would offer a non-profit minimum balance account. Cecile said that she would look into it. Regarding Budget Reports, Cecile noted that the top of the page Summary is the same format as we had been doing. Jan was directed to not include the \$25,000.00 in Lafayette C-1 income, as we hope to give it back. Benish said that the Recap of Budgeted Income and Expenses for the month and year, that Jan created per Cecile's direction, was very good. The board agreed that they like numbers revealed as percentages. Wolfe wondered if there were expenses missing since the total percent expensed for June is only 5%, and realistically it could be 8%; Jan assured him that it included everything paid, and the main checking account had been reconciled, so it should be accurate. Cecile noted that with 6 months passed, our budgeted expenses and income are under the 50% it could be. Both are around 40%. Also our "other expenses" category was high because of IRS penalties paid, but it will be reduced since the IRS has since forgiven the penalty and sent us a check. The same situation happened with the WI Dept of Revenue. Cecile said that the Lafayette meal site wages budget was made with an 80/20 split, but Jan's schedule of splits is listed as 90/10. That should account for the wage percent being 10% over the ideal for C1. Regarding June Monthly Numbers-noted that Highland attendance is up. Avoca has low average donation per meal because someone under 60 was served for 3 weeks but did not pay. Per Moody, Belmont attendance is down because 2 went into assisted living and 1 passed away.

1 CD renewing -action –One CD is maturing today. Motion by Wolfe to direct Benish and McManus to negotiate the best rate for the CD; seconded by Moody. Motion carried.

Site Reports– Regarding Shullsburg – Billie, who is subbing for 6 months, is doing well. She will be attending the Serve Safe class sponsored by Second Harvest for \$25.00 next month. The Lafayette Board, who met at the site in July, said she is a go-getter and a character and that the site is beautiful. Bartels said the food is just like Grandma's. Regarding Dodgeville-Delivery Area- Cecile stated the site is now at the edge of the city limits; Board recommended no deliveries outside of the city limits but said to use her discretion for home deliveries close to the meal site that are outside of the limits. Regarding Barneveld – Count is so low that one day last week there was only 1 meal served. Cecile may talk to GWAAR for a recommendation.

Staff Issues-possible action- Regarding Director-Health Insurance Update- Cecile had no health insurance coverage in May 2009, unbeknownst to her, because she was told there would be no lapse in coverage when moving from a group to an individual plan. She has a medical bill to pay that is approx \$200.00 after discounts. Motion by Moody for SUN to pay the bill due to Dean Care's incompetence; seconded by

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Bartels. Motion carried. Regarding Financial Officer-Additional Hours Extension- Motion by Wolfe to allow Jan to work 45 hours per week for an additional 90 days. Seconded by Dorscheid. Motion carried.

ARRA Stimulus Grant Update The new forms are in and the filing will all be electronic. Focus of the grant funds will be on the Avoca site and the Blanchardville/Argyle rural routes.

Training Request—possible action- Cecile says the annual WAND conference is in October in Stevens Point. She doesn't have any more information at this time.

Director's Report – The 8- county ADRC is meeting on Friday and they want to discuss the possibility of setting one meal charge for all the counties to Family Care. Emmett, our Blanchardville/Argyle driver, had a reporter ride along 1 day last week. The story is in today's Republican Journal. Cecile says this is good for promotion and that GWAAR recommended that we do more to promote. Cecile was asked by United Fund to speak to UPS because they are one of their largest contributors. She spoke on July 22nd, 2009. Cecile has information on using the Quick Books inventory program and hopes to be able to use it for inventory without incurring training charges. The Mineral Point mealsite ceiling in the storeroom caved in due to heavy rain – the city came in the day after they were made aware of it and cleaned it up (the City Clerk told the mealsite manager to handle everything, that she couldn't help her; manager, SUN employee, contacted a member of the City Council). They are in the process of fixing the roof. Cecile plans to visit the sites and review in September.

Chairperson's Report—PAC meeting August 20th in Benton- board are all invited.

Vouchers— Vouchers were presented for signing. Bartels made a motion to approve the vouchers; seconded by Wolfe Motion carried.

Next Meeting Dates & Adjournment—Next meeting will be Wednesday, September 9th, 2009 at 4:00 p.m., in the Iowa County Board Room, Iowa County Courthouse. Bartels made a motion to adjourn, Wolfe seconded and meeting ended at 5:40pm.