

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
January 21, 2016

1. **Meeting Called to Order** at 1:10 p.m. by Board Chairman, Leon Wolfe, at the Health and Human Services Building, 303 W. Chapel St., Dodgeville, WI.
2. **Roll Call**- Jeremy Meek, Iowa County; Marjorie Bomkamp, Iowa County; Dan Nankee, Iowa County, John Bartels, Lafayette County; Leon Wolfe, Lafayette County; and Carol Korn, Lafayette County were present. **Others Present**- Cecile McManus, Executive Director; Jan Baker, Financial Officer; Kate Chambers, Lafayette County ADRC, and Rebecca Wetter, Iowa County ADRC.
3. **Certification of Compliance with Open Meeting Law**- Baker stated that notice of the meeting was posted at designated public places in the time specified for an open meeting posting. Let the records show that the meeting was properly posted.
4. **Approval of the Agenda for January 21, 2016** *Motion to approve agenda made by Nankee; seconded by Bartels. Motion carried.*
5. **Approval of the Minutes of the December 16, 2015 Board Meeting** *Motion was made by Korn to approve the minutes; seconded by Bomkamp. Motion carried.*
6. **Reports from other Board members and members of the audience**
Someone on the Board reported that Rebecca's son made news wrestling exhibition against a Down's Syndrome athlete. We learned that he also pinned the #1 wrestler in the state. Also newsworthy, Kate's daughter was on the girls basketball team that beat their rival for the 1st time in 67 games. We congratulated these Mom's on their teen's achievements.
7. **Aging Resource Center & County Aging Unit Reports**- a. For Lafayette County- Kate asked if SUN had received the revolving loan and levy (we had). Their HS Board was wondering if we need it all up front. Jan said she would look into scheduling payments for the 2017 budget. The Southwest Regional ADRC got a LIFT grant. E & H is selling their old lift van. The mini-bus is up and running. In March, HS and ADRC are moving to the County K Building. There is a new voting requirement that is a concern for the elderly. They can't use an expired Driver's license for ID. WI Legislature raised a bill for Caregivers/Alzheimer's and Dementia Care. The Taskforce meeting with legislators at the HHS Building was a big success. The simulation training was eye-opening. They recognize the need with the aging population. AARP scheduling for income tax appointments starts Mondays in

February. For Iowa County- Rebecca said some of her news is the same as Kate reported. For education programs, two weeks ago *Healthy Living with Diabetes* began. They are happy with 15 participating. Starting March 8th, Rebecca and Nurse Bennett will be teaching *Living Well with Chronic Conditions* together. There is a shortage of volunteer drivers. They are putting ads in the newspaper that look like a job announcement. They also have brochures. The volunteer mileage pay is the same as the federal IRS rate. The Dodgeville Chronicle's entire back page, which is local spotlight, was about local businesses wanting to become dementia friendly. There was a nice picture, too. AARP scheduling for income tax appointments starts in February. Volunteers are being trained. The target group is over 55, lower income.

8. **Monthly Reports-Possible action-** Cash Flow Statement & C.D.
Review: Set-aside funds savings account interest added in December was \$1.56. Jan hasn't added CD interest yet. We have \$82,658.37, which equals approximately 2.5 months expenses. Jan's cashflow statement showed that we have cash on hand of \$61,909.85. This includes Lafayette county check deposited of \$63,375.00. Budget Reports: Income was over budget by \$2,347.14. We were short on Grants and Local Income/Fundraisers, but over on donations by \$5000.00. Cecile said "kudos to the participants!" for donating so well. Other Income includes the sale of our van. Expenses were over budget on Raw Food by \$1500, but under budget on contracted food by \$9000. Van Maintenance/Repairs was \$4,625 over budget. This includes extra maintenance, tires, and a vehicle purchase. Our net loss was \$4,987.63. \$1000 of this is prepayment for the stove in Benton, which we will get paid back for, after submitting the charges to the Benton Community Fund. Also, \$3850 of this loss is depreciation expense. We hope to leave depreciation in for a cushion to purchase another vehicle. Jan said she will figure out how to do this. Our vehicle will be 100% depreciated in June. Monthly Participant Numbers: Cecile reported that Mineral Point has been as high as 14 per day, and Arena added 2 home-delivery people. Compared to last December, Dodgeville is up, Avoca is up, and Highland is down because they lost 1 regular. Cecile said that having the Seniors at the church in Dodgeville helps our site, and there is activity there everyday now. Belmont is up by 3, Blanchardville is up by 3, and Argyle is up 4. Darlington site had a birthday party in December. She will be trying different days for the parties, for now, rather than having a set day every month. For the year, Iowa County donations are up \$7000, and Lafayette County donations are up \$2000. *Motion to approve the monthly reports made by Bartels; seconded by Korn. Motion carried.*

9. **Staff/Site Issues/Reports-possible action-** a. Dodgeville – Julie Jensen started January 11, 2016, not the week before as Cecile had thought. Cecile is happy to have her. She said Julie has a lot of good experience –working

on computers and training from Lands' End, working in her Mom's restaurant in Lone Rock, and scheduling volunteers as a volunteer herself. Starting in June, she will start working Monday through Friday. Now, on Fridays, she has to drive her daughter, who will graduate from a high school for the deaf. Until then, Cecile said she, or another sub, will work the site on Fridays. b. Benton- There are 3 applicants for the cook manager position. Cecile and Carol plan to interview 2 of the applicants on Friday. The 3rd had a conflict with her job, so they will try to catch her next week. Marion Calvert and volunteers have been filling in. By the first of February, Cecile plans to have a manager there. c. Schedule evaluation of director – Wolfe said to send the evaluation forms with the next agenda. The board needs to complete it and bring it back next meeting.

10. **Annual Appeal - report** So far we have received around \$2800. Last year we got \$4000. Wolfe asked what was spent, and Cecile said \$400. He noted that figure doesn't count labor. Nankee asked if we should send a follow-up. It was discussed. Baker said, now that the year is over, we could include total numbers served. Wolfe liked the idea. *Motion to send a postcard reminder to anyone who has not responded to the Annual Appeal letter, made by Korn; seconded by Bartels. Motion carried.*
11. **Director's Report** _ Cecile handed out a copy of a page from Medical News Today that said people who get home-delivered meals are less lonely, and it affects their physical health. Cecile will be gone on a cruise the second week in February. Baker added that there is a person in Cobb who is getting meals from the Montfort/Grant County mealsite. SUN arranged for volunteer drivers.
12. **Grant Update** Kiwanis granted us \$500 for emergency meals. Jenny Olson Fund granted us \$4,500 for Ridgeway/Barneveld expansion. We have 3 – 4 Ridgeway home-delivery 4 days/wk now. For Barneveld, we have driver volunteers but no home-delivery yet. Cecile submitted the United Fund grant, and is asking for \$6,500 for driver stipends.
13. **Training Request-Possible Action** – None
14. **Chairperson's Report** – Wolfe congratulated Cecile for operating close to within budget. He is glad no C.D.'s were cashed in.
15. **Vouchers-possible action** *Motion by Nankee to approve vouchers presented for signing; seconded by Bartels. Motion carried.*
16. **Next Meeting Date & Adjournment** **Next meeting will be February 18, at 1:00 pm in the Health and Human Services Building at 303 W. Chapel St., Dodgeville, WI.** *Motion by Nankee to adjourn meeting; seconded by Bomkamp. Motion carried. Meeting adjourned 3:00 p.m.*