

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**February 18, 2016**

1. **Meeting Called to Order** at 1:00 p.m. by Board Vice- Chair, Marjorie Bomkamp, 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; and Carol Korn, Lafayette County, were present. Leon Wolfe, Lafayette County, was excused. **Others Present**- Cecile McManus, Executive Director; Jan Baker, Financial Officer; 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 February 18, 2016** *Motion to approve agenda made by Nankee; seconded by Korn. Motion carried.*
5. **Approval of the Minutes of the January 21, 2016 Board Meeting** *Motion was made by Korn to approve the minutes; seconded by Meek. Motion carried.*
6. **Reports from other Board members and members of the audience**  
The Board likes that we are expanding to Ridgeway and Barneveld. In the News & Views, they liked the recognition of donations, and Cecile's "Savor the Flavor" article. She explained that March is National Nutrition Month.
7. **Aging Resource Center & County Aging Unit Reports**- a. For Lafayette County – No report. For Iowa County- Rebecca said AARP is here doing taxes every Thursday. I & A staff are scheduling appointments for them. Beginning in May, there is another choice besides ContinuUs for Family Care, called CARE Wisconsin. ADRC's screen to see if clients are functionally eligible for Family Care and Medicaid. IRIS is self-directed. Rebecca reported there is a new trend--Adult Protective reports have doubled. She said it is mostly financial and self-neglect, possibly brought to light at this time because family became aware of the situations during the holidays. The next *Living Well with Chronic Conditions* workshop starts early March. Caregiver Coalition Education is March 15<sup>th</sup>, and will include the Virtual Dementia tour. They will schedule another tour soon, as it is quite popular and eye-opening. She said to watch for scams, as a couple elderly

people had been preyed upon recently, and that ADRC's don't ever charge for services.

- 8. Monthly Reports-Possible action-** Cash Flow Statement & C.D. Review: Set-aside funds savings account interest added in January was \$1.56. 2015 CD interest added was \$617.09. We have \$83,276.92, which equals approximately 2.5 months expenses. Jan's cashflow statement showed that we have cash on hand of \$57,917.75. This includes Lafayette County's check deposited of \$63,375, and Iowa County's of \$20,640. Jan said this is an appropriate balance to have. Budget Reports: Based on 1/12<sup>th</sup> of the annual budget, Income was over budget by \$37,517.78, and Expenses was under budget by \$4,589.07. Our net income was \$42,131.52, which is good because the income is needed now for cashflow purposes. We were short on donations, but Jan said she got the suggested donation statements out late, so the shortage will probably be made up next month. We were over on equipment because half of the Benton stove payment was made this year. Cecile said she will request reimbursement when it's all in ok. They were having trouble getting the right shelves. Monthly Participant Numbers: Cecile noted that Dodgeville mealsite attendance is up. She said that, where there is no paid manager, she does the home assessments. She said she will start training Julie to do Dodgeville's. Ridgeway has as many as 6 daily, and she is looking for volunteer drivers so they can send two from Dodgeville because the route is so long. Hollandale home delivery started with a minimum of 5 daily. Cecile reported that Diana VanMatre, Blanchardville manager, went to their last village board meeting, and the newspaper was there, so she got free publicity. We would like to see more participation in Darlington. They are making an effort with monthly birthday parties. From January 2015, Iowa County average meals per day is up 8, from 67 to 75, and Lafayette County average meals per day is up 4, from 79 to 83. *Motion to approve the monthly reports made by Nankee; seconded by Korn. Motion carried.*

- 9. Annual Appeal – Update** From the 2015 annual appeal letter, Cecile handed out a list of donors and amounts. The total was \$3110, with \$1385 from Iowa County, and \$1725 from Lafayette County. Cecile said she put off the reminder postcard—she thinks it's a better idea to wait until the end of February now. She said she has 40 extra appeal letters she can still send, because they aren't dated.

- 10. Staff/Site Issues/Reports-possible action-** a. Benton-New cook/manager –Farrah Morrissey was hired to start February 1<sup>st</sup>. She had been volunteering with Marion, the previous manager, who was subbing. Cecile said Farrah loves to cook, and has lots of energy. b. Evaluation of Director – Comment was made that the chairman, who was excused today,

should be included in the evaluation. *Motion to move the evaluation to the March meeting made by Korn; seconded by Nankee. Motion carried.*

- 11. Director's Report** \_ Cecile reported that our Dodgeville van had a flat tire. She had paid for repairs for the life of the tire, and it was repaired quickly. The next PAC meeting is February 24<sup>th</sup> in Darlington. Bruce Paull, an Iowa County Board Supervisor, delivered Wednesday to Ridgeway. The goal is to find more volunteers and expand to Barneveld. We may need to use disposable trays there. Cecile was approached by someone in our program to inquire about delivering meals to the Hazel Green area. Since their site closed, the option is to go pick up frozen meals in Cuba City. She is checking on it. Since March is National Nutrition Month, Cecile again plans to teach nutrition education at each site.
- 12. Grant Update** Madison Capitols Hockey has offered us a fundraiser. Per Cecile, they would advertise, on their website, at no cost to us. The tickets are sold for \$15 each, and we get \$3, for the first 99 sold. Ridgeway and Barneveld are the closest towns to Madison that we serve, and our office and the Dodgeville site manage their home delivery. The thought is, we may not have anyone to promote interest. Cecile received a \$500 DUWI Grant on Feb 4<sup>th</sup>. The National Meals On Wheels-Walmart Foundation offers two grant periods, April 5th-15th, and Aug 22th-29<sup>th</sup>. Cecile will ask for a van for Dodgeville. In April, she will write a grant to the Biddick Foundation to pay for trays or an insulated bag.
- 13. Training Request-Possible Action** – *Cecile wants to attend the Wisconsin Dietetic Association training April 21<sup>st</sup> - 22<sup>nd</sup> in Wisconsin Dells. The registration is \$250, and mileage and room should be approximately \$150. Motion by Bartels to approve attendance and funding of training request; seconded by Korn. Motion carried.*
- 14. Chairperson's Report** – Chairman absent, none from Vice-Chair. Nankee reported that Tess at Grandma's Kitchen made washable dividers for our coolers. She had told us that her inspector said that what she was using didn't pass code. Korn asked Cecile if we could adjust the monthly grocery delivery schedule so that Shullsburg's delivery doesn't have to come at noon.
- 15. Vouchers-possible action** *Motion by Bartels to approve vouchers presented for signing; seconded by Meek. Motion carried.*
- 16. Next Meeting Date & Adjournment** **Next meeting will be March 24th, (following the Board enjoying lunch at the Dodgeville mealsite) at approximately 12:30 p.m., in the Health and Human Services Building at 303 W. Chapel St., Dodgeville, WI.** *Motion by Korn to adjourn meeting; seconded by Meek. Motion carried. Meeting adjourned 2:57 p.m.*