

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**October 14, 2015**

1. **Meeting Called to Order** at 2:10 p.m. by Board Chairman, Leon Wolfe, at the Belmont Dining Site, Belmont Community Building, 222 S. Mound St., Belmont, 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; and Kate Chambers, Lafayette County representative.
3. **Certification of Compliance with Open Meeting Law**- Baker stated that notice of the meeting was posted at designated public places 4 days ago. Let the records show that the meeting was properly posted.
4. **Approval of the Agenda for October 14, 2015** *Motion to approve agenda made by Korn; seconded by Bomkamp. Motion carried.*
5. **Approval of the Minutes of the September 17, 2015 Board Meeting** *Motion was made by Bomkamp to approve the minutes; seconded by Korn. Motion carried.*
6. **Reports from other Board members and members of the audience**  
None.
7. **Aging Resource Center & County Aging Unit Reports**- a. For Lafayette County- Kate Chambers reported they are short an I and A staff as Katie Batton went to Iowa County. Kate said that Katie does a great job. The minibus they ordered has arrived. No CDL is needed to drive it. The Home Chore program is going well, an LTE is filling in for now. At the Commission on Aging meeting they set new transportation rates of \$3.00 one way and \$5.00 roundtrip. The 2016-2018 County Plan on Aging is due in November. There will be a public hearing in November for the 8521 transportation grant. Also the Adult Protective Services, Economic Support, and Child Support plans are due soon. For Iowa County- No report.
8. **Monthly Reports-Possible action**- Cash Flow Statement & C.D. Review: Set-aside funds savings account interest added in September was \$1.52. Set-aside funds interest added in September from the C.D. that matured 08/29/15 was \$65.98. We have \$82,653.73, which equals approximately 2.5 months expenses. Jan's cashflow statement showed that we have cash on hand of \$42,055.98. Budget Reports: Budget has positive variance of \$ 7904.11. For income, Cecile said we are catching up on donations. For expenses, Cecile said our raw food is high, but she is making an extra push to lower it in October. Contracted food is under budget. Outreach/Marketing/Volunteer is over budget—the volunteer event meal cost was \$800, music was \$100, and special gift certificates were \$100. Monthly Participant Numbers: Nankee attended the Dementia Lunch and Learn program at the Dodgeville mealsite. He said the program and meal were

good. From 2014, year-to-date meal counts are up 1000 in Iowa County and up 1400 in Lafayette County. Participant donations are up \$6000. Leon said these are good reports. *Motion to approve the monthly reports made by Nankee; seconded by Bomkamp. Motion carried.*

9. **2016 SUN Budget** Cecile handed it out, and we reviewed the changes. The NSIP contracts decreased. She adjusted the grant income budget to ask the City of Dodgeville for more because the Dodgeville seniors are using our site more. There are no food contracts for 2016 yet. It is encouraging that the Levy is staying the same.
10. **Annual Appeal-possible action** Cecile passed out a case-study on year-end fundraising, and she watched a webinar that said the end of November or beginning of December is the best time to appeal because businesses, people, and foundations have a better idea what they can give. They also said to send reminder cards. The board wants an estimate for these. Last year we appealed in October to highlight our anniversary. Cecile plans to have the final draft at the next meeting. Cecile wants a website people can donate to. She also joined Dodgeville Chamber and reported that they can do an ad email blast for us twice a year.
11. **Staff/Site Issues/Reports – possible action**
  - a. Highland-Village meeting – Cecile asked for \$100 monthly; it was tabled. Wilson Winkers, our driver, and Marcella Stanek, our PAC rep, were at the meeting. Nankee arrived at 7 pm and missed Cecile. Since SUN was put on the village meeting agenda earlier in the month, per Cecile, we did not know until that day that the building where our site is located had been sold, and we need to be out by January 5, 2016. Options are being discussed. Nankee asked Cecile if she did anything yet about the divider in our buckets that separate hot and cold food. She said she hadn't. When the inspector was at Grandma's Kitchen recently he said he doesn't like the dividers we use. Cecile said they separate the hot and cold in Dodgeville by bulk rather than individual coolers. She said Grandma's Kitchen could pack food that way now so they won't have to use the non-conforming dividers.
  - b. Ford Transit Maintenance-Lafayette Rural Route – We appreciate Leslie Andrew's offer to do the van's maintenance. He would probably do an excellent job. However, Virtue Motors helped us get the van, and they support our program. Also, we don't want our driver to accept this liability. *Motion to stay with Virtue Motors for maintenance of the rural delivery van made by Korn; seconded by Meek. Motion carried.*

*ROLL CALL FOR CLOSED SESSION: WOLFE PRESENT, BARTELS PRESENT, KORN PRESENT, NANKEE PRESENT, BOMKAMP PRESENT, MEEK PRESENT.*

*Motion by Bartels; seconded by Korn to close meeting at 3:21 pm.*
  - c. Dodgeville-Open position.

*Motion by Bartels; seconded by Nankee to reconvene open meeting at 4:00 pm. Motion carried.*

**12. Directors Report-** Cecile plans to mail vendor food contracts early next week. She will include a cover letter stating that she is getting other bids, and also that food and gas prices didn't increase. Jan and Marilyn, our retired office volunteer, subbed for the Linden mealsite manager October 9<sup>th</sup> so she could go to the training in Waunakee. Leslie, our delivery driver, drove the bus to training. His daughter, Kimberly, subbed for him. Cecile said that Alex from GWAAR, who has a culinary background, was a presenter. Also, the Older American's Act, which just celebrated 50 years, expired 2011. They were urged to talk to their legislatures about this.

*At 4:10 pm Baker left, Nankee took notes.*

**13. Grant Update** Cecile has written two community grants, \$1000 for Belmont stipends, and \$1400 for reusable trays. The stove we got a \$3000 grant for will cost \$3800 to \$4000 through Kessenich's. They will install, unlike Sysco who could only drop a stove off. The extra we will split or see if the VFW will cover it. Cecile asked for \$4500 from the Jenny Olson Fund. Last year's transportation grant for taxi and bus was not successful. This year she will try to get help with disposables for Dodgeville. She is asking the Biddick foundation for \$1000 to fund our volunteer appreciation event.

**14. Training Request-possible action** None

**15. Chairperson's Report** Leon said we are doing good on budget, and also that he appreciates what Cecile had done with the Dodgeville manager.

**16. Vouchers-possible action** *Motion by Nankee to approve vouchers presented for signing; seconded by Bartels. Motion carried.*

**17. Next Meeting Date & Adjournment** **Next meeting will be November 23, 2015, at 1:00 pm in the Health and Human Services Building at 303 W. Chapel St., Dodgeville, WI.** *Motion by Meek to adjourn meeting; seconded by Bomkamp. Motion carried.* Meeting adjourned 4:30 p.m. Food was flying! The Soup and Sandwich fundraiser was underway.