

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**October 16, 2014**

1. **Meeting Called to Order** at 12:50 p.m. by Board Chairman, Leon Wolfe, at the Dodgeville mealsite located at Hidden Valley Community Church, 605 N. Bennett Road, Dodgeville, WI.
2. **Roll Call**- Marjorie Bomkamp, Iowa County; Dan Nankee, Iowa County; John Bartels, Lafayette County; Carol Korn, Lafayette County; Leon Wolfe, Lafayette County were present. Jeremy Meek, Iowa County, was absent.

**Others Present-** Cecile McManus, Executive Director; Jan Baker, Financial Officer; and Kate Chambers, Lafayette County ADRC, with Paige Pilling, Southwest Tech intern.

3. **Certification of Compliance with Open Meeting Law**- Baker stated that notice of the meeting was posted at designated public places 7 days ago. Let the records show that the meeting was properly posted.
4. **Approval of the Agenda for October 16, 2014** *Motion to approve the agenda made by Nankee; seconded by Bartels. Motion carried.*
5. **Approval of the Minutes of the September 18, 2014 Board Meeting** *A 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-** Nankee congratulated SUN on their 37<sup>th</sup> anniversary October 3<sup>rd</sup>. The first two mealsites were Shullsburg and Highland. Richland County left the program in 1987. Cecile was congratulated that the Lafayette County Finance committee approved the extra \$8000 she asked for. Now we await the Board approval.
7. **Aging Resource Center & County Aging Unit Reports-** a. For Lafayette County- Kate reported that the Stepping On workshop in Darlington starts October 16<sup>th</sup>, and the Powerful Tools for Caregivers workshop in Shullsburg is ending. They interviewed 4 applicants for the Intake and Assistance Specialist position. The background checks are done and they hope to have someone hired soon. Starting October 1<sup>st</sup> people can apply for energy assistance at human services. She reported that Caregiver Renewal Day is November 14<sup>th</sup> in Darlington this year. It includes all four counties in the ADRC. She said for Marketplace and Health Insurance questions send the calls to human services. For Medicare Part D supplement

help, contact the ADRCs. November 1<sup>st</sup> there will be more staff at the call center. Shane Schuhmacher told Kate that the number of calls have increased. For Iowa County- Cecile had notes from Rebecca saying the Expo was very successful: 150 attendees, 30 immunized, and 55 ate lunch. On November 20<sup>th</sup> Brain Health education will be at the Dodgeville mealsite at lunchtime. They hope to have 25 attending. The ADRC is working to get the Dodgeville mealsite numbers up.

8. **Monthly Reports-Possible action-** Cash Flow Statement & C.D. Review: Set-aside funds savings account interest added in September was \$1.62. We have \$82,302.17, which equals approximately 2.5 months expenses. Jan's cashflow statement showed that we have cash on hand of \$47,116.67 which is good. Her projection is cash on hand of \$7590.67 at year end. This should also be close to our net income amount for 2014. Budget Reports: Our net variance income versus expenses of \$8197.66 is favorable. This includes adding \$10,831.00 to allocations, and subtracting \$10,620.00 from grants. Grants for \$8000 and \$2620 were received in 2013 but included in the 2014 budget. We are running under on contracted food because we are serving less contracted meals than anticipated. We are over budget on Outreach/Marketing/Volunteers because our volunteer event wasn't in the budget. Alliant Energy gave us a \$500 grant for it, so the extra expenses are accounted for. Monthly Participant Numbers: From this month last year, Linden is up. Mineral Point fluctuates. Our one Family Care participant there went off the program. Blanchardville numbers are up. Year to date, donations are down \$5000 in Iowa County and up \$8000 in Lafayette County. *Motion to approve the monthly reports made by Bartels; seconded by Bomkamp. Motion carried.*
9. **2015 Budget-Preliminary Proposal** Since the last proposal, for expenses, Cecile adjusted health insurance to reflect her 16% premium increase for the Dec. 1, 2014 renewal. She plans on mailing contracted food contracts out tomorrow. Lafayette Manor gave Cecile a verbal quote that decreases our cost by 50 cents per meal. General liability insurance budget was reduced because Cecile gave our insurer a leaner inland marine list. She increased van repairs and outreach to be closer to the 2014 actual expenses. For income, there is still no word about allocations yet so she kept it the same as last budget. She said the big unknowns are allocation income and contracted food expense. We should be closer to a final budget next month.
10. **Meal cost for Under 60 Disabled Persons – possible action:** SUN policy says charge \$6.50 per meal. It has been that rate for years. Cecile said that Sara Koenig, a state dietician, told her we should be charging full cost. There was much discussion. *Motion by Nankee to continue our policy to serve under 60 disabled persons, charging \$8.00 per meal, with request*

*of their financial status; seconded by Bomkamp. Korn opposed. Motion carried.*

**11. Request for Meal Cost Increase, Grandma's Kitchen-possible**

**action:** Grandma's Kitchen has requested 50 cents more per meal immediately. She gave us a handout spreadsheet of her price increases. Nankee said he recently bought Gift Certificates there and that she has increased the restaurant prices too, not just SUN. *Motion by Korn to approve 50 cent increase effective Monday, October 13<sup>th</sup>; seconded by Bartels. Motion carried.*

**12. Staff or Site Issues** a. Blanchardville/Hollandale: The Viking Café is the contracted meal provider for the Blanchardville meals. The owner of the Viking Café, Diana Van Matre, went to the Hollandale village meeting to inquire about adding home delivery to Hollandale. She told Cecile there are 6 people in town that want meals, and 4 volunteer drivers who will drive without reimbursement. Cecile said she will need to get information about the participants. If all goes as planned, Diana told Cecile this delivery route will begin December 1<sup>st</sup>.

**13. Annual Letter of Appeal: Progress Report** Cecile handed out an appeal letter packet to each board member, and a list of donors to date.

**14. Director's Report** Cecile plans to mail contracts for contracted food tomorrow. Lafayette Manor decreased their meal cost by 50 cents per meal. Marge Bomkamp has been delivering meals in Avoca since October 1<sup>st</sup>. There are 3 participants, and they are served Monday, Wednesday, and Friday only. The food is contracted from Grant County and picked up at the Muscoda mealsite. Cecile called the local paper to advertise for a driver. October 21<sup>st</sup> is an Open House at the Highland mealsite. They are putting posters around town and already have confirmation that some couples are coming. They plan to have snacks and cards or games.

**15. Grant Update**– For the Jenny Olson fund, which is available for Iowa County only, Cecile wrote a grant asking for transportation money for SUN to pay the bus and taxi to bring people to our Dodgeville mealsite. For the Biddick Grant due November 1<sup>st</sup> she plans to ask for money to cover increases in food costs.

**16. Training Request-possible action**– None.

**17. Chairperson's Report**– Leon said to keep up the good work. He is glad to see the appeal working.

**18. Vouchers – possible action** – Vouchers were presented for signing. Motion to approve the vouchers made by Bartels; seconded by Korn. Motion carried.

- 19. Next Meeting Date & Adjournment** Next meeting will be **November 20<sup>th</sup> at the Benton mealsite, which is at the Benton VFW located on Main Street, following the noon meal.** *Motion by Korn to adjourn meeting; seconded by Bomkamp. Motion carried. Meeting adjourned 2:30 p.m.*