

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**November 20, 2014**

1. **Meeting Called to Order** at 1:05 p.m. by Board Chairman, Leon Wolfe, at the Benton mealsite located at 82 E. Main St., Benton, WI.
2. **Roll Call**- Marjorie Bomkamp, Iowa County; Dan Nankee, Iowa County; Jeremy Meek, Iowa County, John Bartels, Lafayette County; Carol Korn, Lafayette County; Leon Wolfe, Lafayette County were present.

**Others Present-** Cecile McManus, Executive Director; Jan Baker, Financial Officer.

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 November 20, 2014** *Motion to approve the agenda made by Korn; seconded by Nankee. Motion carried.*
5. **Approval of the Minutes of the October 16, 2014 Board Meeting** *A motion was made by Korn to approve the minutes; seconded by Bartels. Motion carried.*
6. **Reports from other Board members and members of the audience-** Lafayette County approved the amount we requested. Nankee said it was a good article in the November News and Views because it said emergency meals will be available the end of November. Cecile said the last two years we have used a \$500 Kiwanis grant to pay for the meals because we don't get much donation.
7. **Aging Resource Center & County Aging Unit Reports**- a. For Lafayette County- Kate was absent. Leon said the ADRC purchase of a new van has been approved. For Iowa County- Rebecca was out, hosting the "Maintaining Brain Health" ADRC lunch at the Dodgeville mealsite today.
8. **Monthly Reports-Possible action-** Cash Flow Statement & C.D. Review: Set-aside funds savings account interest added in October was \$1.56. We have \$82,303.50, which equals approximately 2.5 months expenses. Jan's cashflow statement showed that we have cash on hand of \$50,908.48. Her conservative projection is cash on hand of \$4882.48 at year end. Budget Reports: Our net variance income versus expenses of \$8682.82 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. For income, we are ahead of budget on ContinuUs(previously "FamilyCare"), and behind on donations. For expenses, we are running under on contracted food and personnel. Cecile said October expenses were higher because there were 3 payrolls and training mileage. Monthly Participant Numbers: From this month last year, Benton, Belmont, and Blanchardville counts are up, and Darlington is down. Argyle donations are down. Linden counts are up, and Arena is struggling to have enough to be open every day. UW Extension is doing a 6-week education series at Dodgeville, Arena, and Linden. In the YTD Summary, numbers are down in Iowa County and up in Lafayette County. YTD unduplicated participants is down from last year for both counties. *Motion to*

*approve the monthly reports made by Bartels; seconded by Nankee. Motion carried.*

9. **Meal Contracts for 2015-Possible Action** *Motion to approve an increase of 50 cents per meal for Bloomfield Healthcare and Rehab contract to supply meals to the Dodgeville mealsite, made by Bomkamp; seconded by Korn. Motion carried. Motion to approve remaining contracts at the agreed levels made by Nankee; seconded by Bartels. Motion carried.*
10. **2015 Budget-Preliminary Proposal** Cecile may make adjustments based on meal contract information that was not available when she mailed the budget. She will bring it back in December for possible approval.
11. **Staff or Site Issues:** a. Hollandale/Blanchardville - November 17<sup>th</sup> home delivery will start from Blanchardville to Hollandale. They will serve Monday through Thursday with a minimum of 5 meals per day. Cecile said the manager has gone to 2 village meetings to get this started. She has 4 volunteer drivers; 3 from Hollandale and one from Blanchardville. Cecile noted that demographically, last year GWAAR showed Hollandale as a needy area. ***Motion to approve expansion of Blanchardville home delivery to Hollandale made by Nankee; seconded by Bomkamp. Motion carried. The board thanked Cecile for serving this new area.***
12. **Annual Letter of Appeal: Progress Report** Cecile said the appeal has brought in around \$3500 to date.
13. **Nutrition Assessment –Review** Cecile handed out copies of the assessment. We reviewed it. GWAAR is glad we increased rural delivery. The corrective action plan is due December 7<sup>th</sup>. Cecile highlighted that SUN had no written carryout meal and waitlist policies, nor disciplinary procedures in place for volunteers. Also, monitoring of food safety standards of each dining center is not current. We should be getting our full cost of \$11.73 per meal from ContinuUs -- our contract of \$8.75 should be reviewed. If we serve disabled under 60, unless there is a waiver saying they can contribute at the senior level, GWAAR would like us to get our full cost of \$11.73.
14. **Director's Report** Cecile had to cancel the last PAC meeting because there wasn't a quorum. Facility agreements are going out soon.
15. **Grant Update**– From Jenny Olson Fund, Cecile asked for a grant to use for transportation. She is still waiting to hear from them. For the Biddick Grant due November 1<sup>st</sup> she asked for \$1000 to help with home delivery equipment, including \$600 for the trays needed for the extension in Hollandale.
16. **Training Request-possible action-** None.
  - a. **Chairperson's Report-** No reports. Leon thanked Cecile – he said she scored well on the nutrition assessment.
17. **Vouchers – possible action** - Vouchers were presented for signing. Motion to approve the vouchers made by Bomkamp; seconded by Korn. Motion carried.
18. **Next Meeting Date & Adjournment** **Next meeting will be December 18th at the HHS Building, 303 W. Chapel St, Room 2001, Dodgeville, WI, at 1:00 pm.** *Motion by Bomkamp to adjourn meeting; seconded by Korn. Motion carried. Meeting adjourned 2:50 p.m.*