

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**May 18, 2011**

Meeting called to order at 1:15 p.m. by Vice Chairman, Bill Moody, at the SUN Mealsite at the Belmont Community Building, 222 South Mound Street, Belmont, Wisconsin.

**Roll Call:** Bill Grover, Iowa; John Bartels, Lafayette; Leon Wolfe, Lafayette; Bill Moody, Lafayette, were present. Ron Benish, Iowa; and Dan Nankee, Iowa; were absent.

**Others Present:** Cecile McManus, Executive Director; Jan Baker, Financial Officer; and Kate Chambers, ADRC Director, Lafayette County.

**Certification of the Meeting**-Baker stated that notice of the meeting was posted at designated public places and emailed to Lafayette County. Let the records show that the meeting was properly posted.

**Approval of the Agenda for May 18, 2011:**-A motion was made by Wolfe to approve the Agenda, seconded by Grover. Motion carried.

**Approval of Minutes of the Meeting of April 20, 2011 Board Meeting**-A motion was made by Grover to approve the minutes, seconded by Wolfe. Motion carried.

**Reports from other Board members and members of the audience** None

**Aging Resource Center & County Aging Unit Reports** **a.** Kate Chambers, ADRC Director, Lafayette County, reported that, based on Governor Walker's proposed budget, on June 20, 2011, they will freeze the wait list. She says this means people may go back to waiting 10 to 15 years to be served. Lafayette County wait list is now 32 people. Green County has some extra slots that they can share with Lafayette, Grant, or Iowa counties. Stephanie Cook has been hired as the Alzheimer's program coordinator—a program made possible with a grant. Her responsibility will be to get volunteers to exercise, socialize, and improve cognitive skills for this target group. **b.** For Iowa County, a comment was that the people in the ADRC are positive about the changes.

**Monthly Reports-possible action** **Cash Flow Statement & C.D. Review:** The reports were reviewed. Our cash on hand is adequate for our needs. Kate Chambers suggested we put a SUN equipment sticker on the file cabinets we paid for. **Budget Reports:** Regarding our year to date loss of \$9555.21, which is partially due to paying most of our insurance annually, Bill Grover again stated that he would like to see the financial statements in accrual basis, rather than cash. Jan said she has been

way too busy to address it, and would need some help in setting it up, and he suggested she get training either from Bud, Roxy, or our accounting firm who prepares our annual financial statements. Cecile noted that United Fund gave us \$4000 to use toward home delivery expenses. She also said that our contracts from GWAAR for our allocations was only 65% of what we anticipated and we will get another contract in July. Our equipment budget is over because of the file cabinets purchase. She noted that raw and contracted food expense fluctuates with activity at the sites. Raw food may go up more than she had anticipated when preparing the 2010 budget. Grover asked if we can take advantage of better prices with our freezer and cooler, and she said yes, we have room to do that. She buys our meat from Sysco. She said that Second Harvest dropped us. Two years ago, their representative questioned that we have suggested donation signs-she said we are not to ask for any money if we use the food at the mealsites. They said this would be a problem with the IRS. After Cecile placed her first online order, their representatives stopped in and asked if we send out our food in a refrigerated unit, and we don't. We send our cold food to the sites in coolers. We were paying \$20 for delivery, plus some more cost, depending on whether the food was purchased by Second Harvest or not. Fresh or frozen products were often close to, or beyond, the expiration date. Cecile took some of it to the food pantry. Moody suggested that Cecile ask Walmart for food donations, from the stock that they might already be giving away, since before they came to Dodgeville, Dick's was able to give us \$10,000 donations. Regarding Ron's question last month asking if we would get a refund on insurance, Cecile said that we may get a rebate on our Workman's Comp, which could make our total closer to what she budgeted. Our total YTD expenses are 32.74%, which Cecile said is right in the ballpark. **Monthly Participant Numbers:** Cecile said that in Iowa County, all but Dodgeville and Highland meal counts are not looking good. Arena's April average donation was large – we explained that some must have paid for two months. All the Arena participants want to get a monthly donation letter to pay from. They also can pay with Foodshare, using a voucher we provide. Grover said it would be helpful to see YTD by site data, maybe quarterly, through a graph or report. He also asked for data of how other counties programs work – for example, the number of sites and participants. Kate suggested that when GWAAR does our assessment in the fall, we can ask Mike about other comparison tools that may exist. It was suggested that we ask Bob Kellerman, the executive director of GWAAR, to come to a meeting so we can ask questions. From this time last year, the YTD average is up 5 participants in Lafayette County, down 11 in Iowa County. There was discussion that Darlington is comparable in size to Dodgeville, and Dodgeville serves more total meals, but Darlington has Meals on Wheels, which is a charge, not donation, for home delivery, rather than SUN. Grover suggested that, to increase congregate participation, someone could pick up some of the home delivered meal participants and bring them to the site. Regarding the situation of needing a driver, Moody said that before SUN was in Dodgeville, the churches used to deliver elderly meals. Motion to accept the Monthly Reports made by Bartels, seconded by Wolfe. Motion carried.

**Staff Issues Possible Action** – a. Avoca: The manager resigned, her sub is working there fulltime now. b. Health insurance: In July, Cecile's monthly premium will increase from \$353 to \$373. Cecile reminded them that Jan's husband's COBRA coverage will end in August. Depending on what she gets for quotes, we may look into getting a group plan again.

**Site Report – Possible Action** a. Avoca: Participation rallied a year ago for a short time ,but it is so low again that the UW Extension educator, and the ADRC elderly benefit specialist, will no longer go there. Cecile said SUN sent letters regarding the low participation with all the water bills. Both the village clerk, and the acting mealsite manager, think people in Avoca need our program, and they don't know why they don't participate. Cecile brought GWAAR forms that relate to closing a mealsite for the board members to review, and she said it takes 30 to 60 days to close a mealsite. SUN needs to talk to all the participants affected, and schedule a public hearing. Grant county's Muscoda mealsite could provide meals, as long as there is someone to go pick the meals up and deliver them. Motion to initiate the process of closing the Avoca mealsite made by Wolfe, seconded by Bartels, passed 3-0, with Grover abstaining. b. Mineral Point: The first day serving at Fairview Heights Apartments will be May 31<sup>st</sup>. Cecile commended Bette, the site manager, for packing, storing, and moving our supplies. The city of Mineral Point owns, and will store, the steam table.

**Annual Report -** Cecile handed out her 2010 Annual Report. She pointed out that it was interesting that Senior donate more than they did in 2009.

**Grant Update** Cecile got the grant she applied for through Meals on Wheels and Walmart. It is for \$18,300, requires the 10% match, plus \$300 for signage, to purchase a van for Lafayette County. She told Meals on Wheels that she will receive the match at the end of May. They are assisting with the purchase. She also received a \$400 grant for music for Darlington.

**Training Request –possible action** –There is a MOW conference in Chicago the end of August that Cecile applied for a scholarship to attend. Registration for the 3-day conference is \$395, and she is looking to share a motel room. Wells Fargo Bank agreed to pay our annual MOW membership again of \$150.

**Director's Report –** Correction from last month – we did not need to receive a facility agreement from Linden, as they have a two-year agreement. The PAC meeting May 10<sup>th</sup> was a good meeting; the next meeting is August 9<sup>th</sup> in South Wayne. Cecile went to the Village of Arena meeting – she said more than half of them didn't know about SUN, even though it is right next door in Arena Manor. She gave them brochures, mission statement copies, and business cards, and asked them to make people aware of the mealsite. South Wayne's vertical chair lift, which we use, is not working. She has a grant writing webinar on May 24<sup>th</sup> with Foundation Search. She will be on vacation July 29<sup>th</sup> through August 5<sup>th</sup>.

**Chairperson's Report**– None.

**Vouchers–Possible Action** Vouchers were presented for signing. Motion to approve the vouchers was made by Wolfe and seconded by Grover. Motion carried.

**Next Meeting Dates & Adjournment**–Next meeting is scheduled for June 15<sup>th</sup>, 2011, at 2:00 p.m., at the Health and Human Services Building in Dodgeville, WI, Conference Room #1001. Motion to adjourn the meeting was made by Grover, seconded by Bartels. Motion carried. Meeting ended at 3:30 p.m.