

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**July 20, 2011**

Meeting called to order at 2:00 p.m. by Chairman, Ron Benish, at the Health and Human Services Building, 303 W. Chapel St., Dodgeville, WI, Conference Room 1001.

**Roll Call:** Ron Benish, Iowa, Dan Nankee, Iowa, John Bartels, Lafayette; Leon Wolfe, Lafayette; Bill Moody, Lafayette, were present. Bill Grover, Iowa; arrived 2:15 p.m.

**Others Present:** Cecile McManus, Executive Director; Jan Baker, Financial Officer; 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 July 20, 2011:**- A motion was made by Moody to move Item 4., Election of Officers, to after item 15a, and to approve the agenda as amended, seconded by Wolfe. Motion carried.

**Approval of Minutes of the Meeting of June 15, 2011 Board Meeting**-A motion was made by Nankee to approve the minutes, seconded by Bartels. Motion carried.

**Reports from other Board members and members of the audience** Nankee commented that Jan's minutes are complete - he takes notes, also.

**Motion made by Grover to move items 10 and 11 to between items 7 and 8 for our auditor guest's consideration. Seconded by Nankee. Motion carried.**

**Form 5500 new quote - Possible Action** Wegner gave Jan an updated engagement letter recently for services that was \$200 more than the previous quote for preparing the current year delinquent 5500 report, as well as the previous years' reports. Jason said he would ask to have the engagement letter amended, changing it back to \$800.

**Audit Report - Jason Stephens, Wegner & Associates** Jason reviewed our financial statements and audit with us, and he noted that we have four months net assets, which is good, although it has gone down. Also, program services are 81% of our total expenses, which is a fair percent. Our biggest decrease since 2009 is personnel costs, our biggest increase is in professional fees. We have the same material weakness noted that most small non-profits have-not

able to separate accounting duties and prepare year-end accrual basis financial statements. It was also noted that our chart of accounts could be shortened if we split our detail by classes instead. Then we would have a total to look at, and our reports may be a better budgeting tool. He said the audit went well, was timely, and Jan and Cecile were cooperative.

**Aging Resource Center & County Aging Unit Reports** a. For Lafayette County.

Kate Chambers reported there is a regional wait list of which Lafayette County has 19 people. Logisticare took over on July 1<sup>st</sup> providing all nonemergency medical transportation for medical assistance clients. She said that these patients should call the ADRC with problems, they want to keep track to let the state know. People with family care or in nursing homes do not use logisticare. Senior Day at the Lafayette County Fair was 2-4 p.m. Friday; this was the first year, and there was good attendance. There was music, reminiscing, and rootbeer floats. b. For Iowa County, None.

**Monthly Reports-possible action** **Cash Flow Statement & C.D. Review:** The reports were reviewed. Our cash on hand is adequate for our immediate needs. We put only \$9000 from the Iowa County Money Market set-aside into checking to pay for the new van, so we were able to leave the \$25,000 minimum to keep the terms in that account. All members are asked to call about C.D. rates for the C.D. maturing August 2<sup>nd</sup> of \$54,000. Motion made by Grover to put some of it in short-term, and some up to 3 years, with the least penalty and best return, seconded by Bartels. Motion carried. **Budget Reports:** Cecile noted that our YTD income is close to budget. We haven't heard yet if there will be any funds from EFSP (Emergency Food and Shelter), and donations are under budget. She said the biggest challenge is rising food costs. Ron said that Cecile is doing a good job purchasing. Grover asked if anyone knew the cost of our walk-ins. Our YTD adjusted loss is only \$585.

**Monthly Participant Numbers:** Reviewed, no unexpected fluctuations. Motion to approve reports made by Bartels, seconded by Wolfe, motion carried.

**Staff Issues Possible Action** – a. **Health Insurance – Financial Position** Jan

handed out a spreadsheet with current quotes and after discussion, Wolfe asked which one she preferred. Wolfe made a motion to approve the preferred Plan#1 premium amount, with Jan and Cecile paying 15% of their premiums, and SUN paying for 85%, seconded by Grover. Yes vote by Grover, Moody, Wolfe, Bartels, and Benish, No vote by Nankee. Motion carried. **B. Rewey Manager** – After discussion, Nankee made a motion to pay the new manager for 6.5 hours per week, for the 3 days the mealsite operates, seconded by Grover. Motion carried. **B.1.**

**Bonus, previous volunteer manager** – Cecile asked for \$400 for Naomia Zimmerman, the previous manager, as she worked approximately 400 days in the years she volunteered. Motion to pay Naomia \$400 made by Wolfe, seconded by Bartels. Motion carried. **C. Shullsburg – manager resignation** – Billie Fenger has given her notice to resign. Leon Wolfe is helping Cecile with the interviews on Thursday.

**Site Report – Possible Action a. Avoca:** Closed July 1<sup>st</sup> as a cooksite. Our driver is picking up meals from the Muscoda mealsite 3 times a week.

**New Policies: possible action a. Whistleblower, and b. Board of Director's Conflict of Interest.** Cecile is waiting for a copy of Iowa County's policies. Motion to postpone addressing these new policies until next meeting made by Grover, seconded by Wolfe. Motion carried.

**New Van Approval-possible action –** Motion made by Grover to approve the purchase of the Ford Transit Van, seconded by Nankee. Motion carried.

**Election of Officers – possible action –** Wolfe made a motion to cast a unanimous ballot to re-elect Ron Benish as board chair, seconded by Grover. Motion carried. Bartels made a motion to re-elect Bill Moody as vice chair; there were no other nominations, it was seconded by Wolfe. Motion carried. Grover made a motion to re-elect Nankee as secretary; there were no other nominations, it was seconded by Wolfe. Motion carried.

**Grant Update -** Regarding Grant Foundation Search, Cecile has resubmitted 1 of the 3 original grant requests, and is waiting to hear back.

**Training Request –possible action** –None

**Director's Report –** Cecile spoke to the Kiwanis in Dodgeville on Monday. The annual fall training for food service will be held here at our new building in October. Emmett, our Lafayette County rural route driver, will be out 3 months for surgery. His wife is subbing for him. Cecile will be on vacation July 29<sup>th</sup> through August 5<sup>th</sup>. Our nutrition assessment is scheduled for August 23<sup>rd</sup>.

**Chairperson's Report**– None.

**Vouchers–possible action** Vouchers were presented for signing. Motion to approve the vouchers was made by Bartels, seconded by Moody. Motion carried.

**Next Meeting Dates & Adjournment**–Next meeting is scheduled for August 17<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 Nankee, seconded by Grover. Motion carried. Meeting ended at 4:30 p.m.