

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**September 9, 2009**

Meeting called to order at 4:00 p.m. by Chairman, Ron Benish, at the Iowa County Courthouse, Iowa Co. Board Room, 222 N. Iowa St., Dodgeville, Wisconsin.

**Roll Call:** Ron Benish, Iowa; Gerald Dorscheid, Iowa; Diane McGuire, Iowa; John Bartels, Lafayette; Bill Moody, Lafayette; Leon Wolfe, Lafayette, were present.

**Others Present:** Cecile McManus, Executive Director; Jan Baker, Financial Officer;; and Judy Lindholm, Director Iowa County Commission on Aging, who arrived at 4:05 p.m.

**Certification of the Meeting-**McManus stated that notice of the meeting was posted at designated public places and emailed to Lafayette County. Motion by Bartels that the meeting was properly certified, seconded by McGuire. Motion carried.

**Approval of the Agenda for Sept 9, 2009-**A motion was made by McGuire to approve the Agenda, seconded by Bartels. Motion carried.

**Approval of Minutes of the Meeting of August 12, 2009 Board Meeting-**The minutes were reviewed and no one had any questions. A motion was made by Moody 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-** Per Judy Lindholm, Caregivers Recognition at Bridges on November 5, 2009. All ADRC's are up and running. October 5, 2009, joint meeting scheduled with Cecile regarding securing contracts with Family Care Alliance for meals. Judy spoke with Bob Kellerman of GWAAR and he said the allocations have been decreased, and to expect an additional 4% decrease from 2009. The Lafayette County COA met with the County Finance Committee and decided not to fill Nancy Amenda's position . Judy gives her sympathy to Carol, as her department went 3 months short that same person.

**Monthly Reports-** No questions on Cash Flow Statements. July Budget Reports: Noted that our budget was short \$60,000 income, question was raised if we will need more before the end of the year? Cecile said maybe not, because we are allocated stimulus (ARRA) funds. Cecile's health insurance has been paid for June through September. Cecile is checking on why our raw food costs are over budget in Iowa Co.; she noted that our contracted food costs are over budget in Iowa County for C1 because Grandmas's Kitchen's cost for breakfast was not in the budget; attendance is very good. Benish questioned whether the Highland mealsite makes any money; Cecile said that we would be close. Staff mileage is over budget but, per Cecile, that could be from stipends for home delivery entered there. Labor is high for July because we had 3 payrolls. It was noted that, per the Wisconsin State Journal, food costs are down from 2008. Lafayette vehicle expenses are over budget because we had unanticipated van repairs. Ron is concerned that income is less than expenses and said that he believes Jan and Cecile are trying to save money but are the other staff? Cecile said that we have a meeting coming up to discuss it. July Monthly Participant Numbers: Cecile noted that Arena has a home delivery participant who pays for the extra mileage; Ron says that Highland's roads are torn up, yet the numbers are still good for breakfast, and are there any

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thoughts on how to increase the donations? The suggestions were to put a sign on or near the canister saying the suggested donation amount. Judy said that having a breakfast site is ideal. She said that her recent survey results indicated that having food in their house and socializing are important to seniors. Judy thought that comparing 2008 to 2009 YTD for average donations per site, instead of only the one month, would make more sense, as people pay at different times. Mineral Point has good mealsite donations, but not much breakfast business. Cecile has sent an email ad to the local newspaper, and has made up table cards in an effort to improve business, but it appears that it is not being promoted onsite. Lafayette County donations are up from last year at all mealsites. Rumor is that a site manager asks for donations. Benton has had some participants from Galena, whose mealsite closed last year. Motion to approve the monthly reports by Wolfe, seconded by Bartels. Motion carried.

**CD Update - Reinvestment** –One CD matured at Highland bank, and was reinvested at First National Bank of Darlington. Ron wanted to keep the CD in Iowa County but they couldn't match the rate.

**Budget-Preliminary Review**- Cecile explained the 2010 preliminary budget, including where she has been able to cut expenses, and, therefore, should not need to use any of our Set Aside funds as we have in 2009. COP donations were under budget in 2009 but she has budgeted the same amount for 2010; she is hopeful that the newly formed Care Management Organizations will use our service. There is no full price mandate with family care, so Cecile was directed to check with other counties on their participation & price. According to Judy, Family Care says to use whatever service costs less. The Lafayette County preliminary budget shows that we will need their \$25,000.00 advance, but should be able to pay back at end of year. Since our GWAAR allocations will decrease, we need more donations. McGuire suggested that we post the price we need at the meal sites. Cecile said that this is already done and that the Mount Horeb mealsite, which didn't post a suggested donation until very recently, only received \$1.28 average donation per meal. It was also noted that Lafayette County receives more allocations than Iowa County because Lafayette County is considered "rural", whereas some of Iowa County is considered "metro" Cecile also included spreadsheets with and without pay increases and with and without health insurance for the financial officer.

**Site Reports** – Barneveld-Per Cecile, there are a couple of new participants Also, she has given a non-donating participant information about assistance. Wolfe asked if the participant is capable of following up on the assistance and Cecile said that she feels that she is. Wolfe asked if she is aware that we may close there; it has been mentioned. Motion by Bartels, seconded by McGuire, to begin the process to close the Barneveld site. Motion carried.

**Staff Issues-possible action**- Shullsburg-Ellen Doyle has resigned as mealsite manager. Motion by Moody, seconded by Wolfe to accept her resignation. Motion carried. Ellen didn't return from her leave of absence and during her leave she attended and SUN paid for her ServSafe training. Moody made a motion to charge her for the training; nobody seconded it. Cecile stated the training could not have been scheduled earlier. She sent a notice today of the Shullsburg mealsite manager job opening to all employees and needs to give them a week to respond if they are interested.

**Training Request –possible action** – Cecile said that Jan requested the Quikbooks training offered this fall at Southwest Tech in Fennimore. Our new accounting system is Quikbooks. The class is Monday nights 5:30 to 8:30 for 9 weeks beginning October 12, 2009. The cost is \$110.00. Motion by Bartels, seconded by Wolfe to pay for the training. Motion carried.

**Director's Report** – Cecile said that the audit is done and that the auditor told her that the financial statement they do for SUN is due the end of this month. She said we will get a copy of it; Ron

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Benish said to put it on the next meeting's agenda. Cecile said that the Avoca manager said that the numbers are down and the village put a note on the water bills that they may have to close the site. The manager says she can't get interest in the community. Judy noted that Linden and Rewey's average per day is small also, but Avoca's is the same as Linden. Cecile said that the Chevy Van needed a repair that cost \$260.00. Also, the recent PAC meeting had good attendance and the representatives felt that meeting every 3 months rather than every 2 months is sufficient. The Iowa County Humane Society wants to set up a pet food pantry to service seniors with pets; Cecile was invited to their meeting for input on how to distribute it. Cecile thanked Judy for Marilee's data entry services, and shared with the board that we have an accounting volunteer who is working out great.

**Chairperson's Report**—None.

**Vouchers**— Vouchers were presented for signing. Dorscheid made a motion to approve the vouchers; seconded by Bartels. Motion carried.

**Next Meeting Dates & Adjournment**—Next meeting will be Wednesday October 14th, 2009 at 4:00 p.m., in the Iowa County Board Room, Iowa County Courthouse unless Cecile needs to change it to October 7<sup>th</sup>, same time and place; the required training for all staff is on the 14<sup>th</sup> in Dodgeville. She will let the Board know as soon as she has a definite agenda. Bartels made a motion to adjourn, Wolfe seconded and meeting ended at 5:50 pm.