

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**September 1, 2006**

Chairperson Dean Thoreson called the meeting to order at 10:00 a.m. at the Linden Municipal Building, Conference Room, Linden, Wisconsin.

**Roll Call:** Thomas Mueller, Iowa; Phil Roberts, Iowa; Dean Thoreson, Lafayette; Kenny Taylor, Lafayette; George Williams, Lafayette..

Absent – No one.

A quorum was present.

Others Present: Deirdra Suchomel, Executive Director; Marcia Kendall, Assistant Director; Judy Lindholm, Iowa County Aging Unit; Eva Kraak, Avoca Policy Advisory Council Member.

Introductions were made.

**Certification of the Meeting:** Kendall stated that notice of the meeting was posted at designated public places. Motion by Mueller that the meeting was properly certified, seconded by Taylor. Motion carried.

**Approval of the Agenda for September 1, 2006** – Motion by Mueller to approve the Agenda for September 1, 2006 as mailed, seconded by Taylor. Motion carried.

**Approval of Minutes of the Meetings of August 7, 2006 Board Meeting:** Motion by Taylor seconded by Roberts to approve the Minutes of the Meeting of August 7, 2006 as mailed. Motion carried.

**Reports from other Board members and members of the audience** – No reports.

**Election of Vice Chairperson** - Chairman Thoreson called for nominations for SUN Board Vice-Chairperson. Mueller nominated Phil Roberts. Chairman Thoreson called three times for other nominations. Motion by Mueller to close the nominations and to cast a unanimous ballot for Phil Roberts as SUN Board Vice-Chairman, seconded by Taylor. Carried.

**Designated Check Signers** – Need to appoint one more new check signer for the main account and site accounts. Usually the Chairperson, Vice-Chairperson, Executive Director, and one other board member. Motion by Mueller, seconded by Williams, designating Phil Roberts, Vice-Chairperson, eligible to sign checks for SUN. Carried.

**Voucher Signature Requirements** – Request was made to allow signature stamps be used when approving vouchers. Currently one full signature and date is required plus at least two

other signatures or initials for approval. Motion by Williams to have one full signature and date on vouchers plus two other signatures, initials or stamped signatures seconded by Mueller. Carried.

**Aging Resource Center & County Aging Unit Reports** – Judy Lindholm, Iowa County Aging Unit – Working on the 2007 budget. Iowa County has asked each department to reduce their budget by 5%. Unless reduce staff won't be able to achieve. Continue to be involved with the Family Care consortium. On October 2<sup>nd</sup> there is going to be a candidate forum in Richland Center with all the 2<sup>nd</sup> Congressional District Candidates attending. Good one to go to and talk to them about Medicare Part D and Senior Care.

**Monthly Reports – Financial Reports, C-1 & C-2** – August, 2006 Reports distributed and discussed.

**Progress Report** – July, 2006 Progress Report distributed and discussed.

Motion by Taylor to approve the August 2006 Financial Reports, C-1 & C-2 and the July 2006 Progress Report as presented, seconded by Williams. Motion carried.

**Site Reports – Avoca Site Move** - Suchomel attended the Avoca Village meeting when the site agreement was reviewed. Plan to move the meal site to the village building mid-September. The SUN Board needs to make a motion to move the site, due to the rules and regulations. SUN will use the kitchen and dining room area for the noon meals. SUN needs to take care of daily custodial duties and provide equipment and supplies for cooking meals. If need to use the building longer then regular hours need to make a request to the Village prior to use. SUN will be responsible for half the basic telephone expense and any long distance calls. The current meal contractor will now become a SUN employee effective October 1<sup>st</sup>. Discussion. Motion by Williams to approve the Avoca meal site move to the Village Building and approve the agreement with the Village of Avoca, seconded by Mueller. Motion carried.

**Gratiot/Wiota Home Delivery Route** – Previous home delivery person is coming back to do the route today. Contacted participants, they were happy and pleased that the meals will continue. Suchomel acknowledged Thoreson, who helped with keeping the delivery route going.

**Staff Issues – Limited Term Employee Position** – Currently have a person working 25 hours a week working mainly with the SAM's program to enter required information for reporting purposes to the Area Agency and assisting with weekly reports from the sites. Need to make a decision on making the position a permanent one. Discussion. Board asked to have brought back next month after determining how many hours are needed for the position.

**Job Title Review** – Suchomel suggested renaming Kendall's job title from Bookkeeper/Secretary/Assistant to the Director to Assistant Director. Motion by Mueller

to change Kendall's job title to Assistant Director, seconded by Williams. Motion carried.

**Mission Statement** – Suchomel presented the current Mission Statement and a proposed replacement Mission Statement. Main mission of SUN is to focus on seniors first. Motion by Mueller to approve the proposed replacement Mission Statement as presented, seconded by Taylor. Motion carried.

**Audit Bids 2006-2008** – Only bid received was from Johnson Block & Company, other two companies declined. Bid from Johnson Block & Company is for three years at \$2,900 for year 2006, \$3,100 for year 2007 and \$3,200 for year 2008. This also includes preparation of Form 990. Motion by Mueller to approve the audit bid for 2006-2008 with Johnson Block & Company, seconded by Taylor. Motion carried.

**Marketing Plan** – Suchomel distributed and discussed a marketing plan for the SUN Program. Also distributed a new program brochure. Discussion. Motion by Williams to approve the marketing plan, seconded by Mueller. Motion carried.

**2007 Budget** – Distributed and discussed. Figured a 2% increase for staff in 2007. Also have added more line item expenses in the C-2 budget compared to previous years and also have added marketing expenses in both C-1 and C-2 budgets that are new. Board decided to schedule a special budget meeting to discuss further on September 12<sup>th</sup>, 3:00 p.m.

**Training Requests** – None.

**Director's Report** – Suchomel reported that she passed the ServSafe class, which was a requirement at time of hire.

**Chairperson's Report** – No report.

**Expense Vouchers** – Motion by Mueller to approve all vouchers for payment as presented, seconded by Williams. Motion carried.

**Next Meeting Date** – Next regular SUN Board meeting to be Friday, October 6, 2006, 10:00 a.m. at the Avoca meal site.

**Adjournment** – Motion by Mueller to adjourn, seconded by Taylor. Motion carried.