

1 ANCHORAGE SENIOR CENTER  
2 ANCHOR-AGE CENTER  
3 Board of Directors Meeting – June 8, 2011  
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6 Board Members present: Bill Mans, Chair; Eddie Nelson, Vice Chair; Jeanne Edwards, Treasurer;  
7 Peggy Hackett, Secretary; Liz Lang; Marcey Vreeland; Tonja Woelber; John van Hoesen; Myrna  
8 Johnston

9 Board Excused: Fritz Pllum

10 Board Absent: Jim Garrigues

11 Staff: Cathy Lee, Executive Director; Hal Wolverton, Chair, Endowment Trust Fund; Jan Knutson,  
12 Director of Legacy Planning

13 Municipality Representative: Excused

14 Guests: Al Sundquist; Katherine Ferguson, R.N.; Caroline Bolar  
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16 The meeting was called to order by Chair Bill Mans at 10:00 AM.  
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18 Approval of Agenda: The Chair added “cemetery plot update” under Old Business and “vacant  
19 position on Executive Committee” under New Business; the agenda was approved in that format.  
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21 Approval of Minutes: **Jeanne** moved, seconded by **Peggy**, approval of the Minutes as presented. The  
22 motion passed unanimously.  
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24 Reports:

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26 Bylaws and Standing Rules: Myrna reminded that everyone has a copy of the Standing Rules, the only  
27 change to which is the substitution of the word “Board” for “Council”; the amended Rules can be  
28 viewed at AnchorageSeniorCenter.org. The Committee will make recommendations to the Board of  
29 Directors, which will review the recommendations in August or September, then act on proposed  
30 changes in September. Proposed changes will be carried in the October issue of the Borealis. Myrna  
31 stated that Board members were asked to review the Bylaws and pass along comments to her. Bill  
32 suggested that the best way to do that is to highlight suggested changes on the page(s), to be put in  
33 Myrna’s box.  
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35 Grievance: Nothing to report.  
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37 Policies and Procedures: The Vice Chair deferred to Marcey, who said that she cannot get copies of the  
38 current Policies and Procedures. When she gets the P&P, she might be able to begin the project in July.  
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40 Nominations: The Committee needs to meet, although it does not seem likely that Bill Nugent will be  
41 the chair. Applications for those who want to run for the Board are due by August 4, 60 days prior to  
42 the membership meeting on October 4. **The Vice Chair will coordinate nominations.**  
43

44 Strategic Planning: There are minor changes to Sec. 5, and portions will be in draft form in a few days.  
45 By July 13, everyone will receive an initial draft plan, with comments due back by August 2. The  
46 Strategic Plan is a small part of what is needed for continued accreditation.  
47

48 Public Relations: Eddie asked if this committee still exists, and was informed that public relations  
49 projects have been folded into Membership, and the combination will be recommended to be renamed  
50 in the Bylaws. Public Relations will be in “Operations” under “Membership.” Maria gave Eddie  
51 applications for volunteer positions and other forms in a revised, condensed format. Cathy distributed  
52 the forms, which she received during the meeting, and requested that she have a chance to review  
53 similar documents before distribution. Liz inquired whether the Board has to approve the membership

54 form. Bill said Cathy could review the form, and that Cathy, Bill or Peggy could be informed of any  
55 concerns, which would be **included on the agenda for the next meeting.**

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57 Secretary: Nothing to report.

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59 Treasurer and Committee Reports –

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61 Finance/Budget Committee: Jeanne announced that ASAC is doing very well as far as financial status.  
62 A new member has joined the Finance Committee, John Van Hoeson, who is a CPA, and is proving to  
63 be aggressive and helpful. Cathy added that she just learned of the status of the external audit, which  
64 will be done on June 14. Our Bylaws require us to have this completed by July 15. **Jeanne will**  
65 **discuss this with the auditor.**

66  
67 Fund Raising: Liz reported that “Ode to the Future” letters resulted in \$7,765 being received for ASAC  
68 operations. It was a successful way of raising a substantial amount of money. Bill explained that the  
69 letters were sent to all lifetime members. Liz estimated receipts of between \$300-400 from the  
70 Saturday Market booth for the last three weeks. The bake sale pulled in \$794, providing a good way to  
71 have fun and make money by involving others in the project. Bill congratulated the person or people  
72 who put it all together, prompting Liz to mention the Arctic Rose cashier who asked every patron to  
73 bake something. The restaurant also contributed a German chocolate cake and cupcakes. Eddie asked  
74 what happened to the leftovers and was told that some were used during the social hour and some were  
75 sold to individuals.. Liz estimated that the plant sale brought in about \$1,300.00.

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77 Executive Director: In addition to Cathy’s report (attached), she mentioned that she hasn’t had any  
78 input from the Advisory Council since the May Open Forum. During the Annual Day of  
79 Remembrance, Frank Canon and his assistant, Julia, showed a video of those who passed away this  
80 year. Cathy announced that this quarter’s 90+ event will be held at the Pioneer Home; flyers are being  
81 distributed. Bill mentioned that the contractor working on installation of the generator wanted to close  
82 the entire building on June 14.. After some spirited discussion, the contractor agreed to try to work out  
83 a more feasible plan with the Municipality. Bill added that the kitchen will still be closed in August.

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85 Endowment Trust: Hal reported that as of May 31, the Trust has \$2,744,391, contrasted with  
86 \$2,709,000 at the end of March, when Keith reported a 2% reduction in the market, reporting that about  
87 \$110,000 would have been lost. The market is bouncing so much that it’s difficult to predict. If Board  
88 members will let Hal or Keith know of anything of interest, it can be discussed at the next Board  
89 meeting. The Trust is healthy with cash in hand in case of an emergency.

90  
91 Jan said that the Day of Remembrance has been a tradition for the past 25 years, honoring ASAC  
92 members who passed in the preceding year. Bill and Cathy unveiled the new memorial donor  
93 recognition board (which includes memorials to both the Endowment Fund and the ASAC operating  
94 budget). Cathy mentioned a donation of \$10,000 given to the Center in memory of Peter Kinsch.

95  
96 Jan unveiled a plaque listing donors to the 90+ segment. A group of Joan McKinnon’s friends made a  
97 collective gift in honor of her 90th birthday.

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99 Special thanks goes to Cathy Lee for gifts given in memory of mother and father, supplementing  
100 contributions given by the Trustees and ASAC Board members in the name of her late brother,  
101 Michael.

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103 Persons to be heard: Caroline, now heading the Public Relations Committee, thanked those whose  
104 efforts have made doing Public Relations for the ASAC so easy. She hopes to make a good  
105 contribution now that she has retired.

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Old Business –

Cemetery Plot Update: Marcey distributed copies of a comprehensive report on the cemetery plots available for sale, reporting that there have been no sales since 2002. The Senior Center will pay the \$150 transfer fee when any plots are sold. The plots will be listed on Craigslist, and Marcey recommended taking out a small ad for them in the Borealis.

New Business –

Regarding the vacant position on the Executive Committee, Bill said that the Past President is not available to fill it, so he asked Tonja if she would be interested in filling the position until the October elections. The Executive Committee meets to deal with matters that arise between Board meetings. **Jeanne** moved, seconded by **John** that Tonja Woelber become the fifth member of the Executive Committee; the motion passed unanimously.

Announcements – A professional photographer will be available at the next Board meeting, on July 13, to take a photo of the Board, either before or after the meeting.

**Myrna** moved, seconded by **Jeanne**, that the Board go into executive session to discuss and review the “Code of Conduct” which each Board member is required to sign; the motion passed unanimously and the executive session began at 11:26 P.M.

Adjournment: When the executive session ended at 12:13 P.M., **Peggy** moved adjournment, seconded by **Jeanne**; the motion passed unanimously, and the meeting adjourned at 12:14 P.M.

Minutes prepared by Peggy Hackett

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Peggy Hackett, Secretary