

1 ANCHORAGE SENIOR ACTIVITIES CENTER  
2 ANCHOR-AGE CENTER, INC.  
3 Board of Directors Meeting  
4 November 9, 2011

5 **Board Members Present:** Gordon Glaser, Marcey Vreeland, Elizabeth ("Liz") Leng, Fritz Pellum,  
6 Jeanne Edwards, Claude Watson, and Tonja Woelber. Donald Simmons was present by  
7 telephone.

8 **Board Members Absent:** Rosa Foster.

9 **Board Members Excused:** James Garrigues; Peggy Hackett.

10 **Staff Present:** Cathy Lee, Executive Director.

11 **Related Entities:** Jan Knutson, Director of Legacy Planning; Keith Green, Endowment Trust Fund  
12 Vice Chairman.

13 **Municipality Representative:** Lynda Meyer, Senior Services Coordinator, MOA Dept. of Health  
14 and Human Services.

15 **Guests:** Bill Mans, immediate past president, *ex officio*; Mary Jo Robinson; Marion Porter; Charles  
16 Guinchard; Bob Tannahill; Judy Ireton; Jackie Johnson, and Al Sundquist.

17 CALL TO ORDER — QUORUM

18 The meeting was called to order at 10:04 a.m. with a quorum present. AGENDA APPROVAL

19 Marcey moved, seconded by Jeanne, to accept the written agenda; the motion passed unanimously.

20 MINUTES OF PREVIOUS MEETING

21 The Board reviewed the minutes of the October 12, 2011, board meeting. Jan corrected line 57  
22 that an anonymous donor made a *third* payment, not a fourth payment. Marcey corrected line 80  
23 that there were 8 board members present for the indicated vote of which 7 voted "yes" and 1  
24 member voted "no."

25 Marcey moved, seconded by Liz, to accept the corrected minutes; the motion passed unanimously.

26 REPORTS

27 There were no reports from the vice president or secretary.

28 Treasurer Don stated that he had sent a written summary of his report to Cathy Lee. The Board  
29 members reviewed the summary. Marcey asked about a \$16K shortfall reported at the October  
30 board meeting. Don said he could not answer that question specifically at this time. Gordon  
31 asked Marcey to be on the finance committee and to follow up personally and directly with  
32 Don on her question. Don moved to have his report accepted, and the vote was unanimous to do  
33 so. President Gordon commended Don on the transparency of his report.

34 Executive Director Cathy Lee presented her report. A highlight was an unexpected anonymous  
35 donation of \$8,000 to the center's operating budget on November 3, 2011. Noted that the  
36 recipient received a big hug and was thanked profusely. In addition, Wal-Mart donated two checks  
37 to the center totaling \$1,500, of which \$1,000 resulted from an online grant request. No hug was  
38 reported, but thanks were appropriately profuse. The Christian House of Prayer held a major

39 function at the center and donated 5 new round tables, 2 mops and 2 dustpans in appreciation of  
40 the services of center employees James and Milton.

41 Endowment Trust Vice Chair Keith Green, from Morgan Stanley, reported that on October  
42 31<sup>st</sup> the endowment was \$2,506,000, up 1 1/2% over last year although the market continues to be  
43 volatile. The allocation of the fund is about 60% securities and 40% fixed income and cash.  
44 For 2012 the endowment trustees have decided to retain more liquidity in li ght of the center's  
45 cash needs last month, resulting from closure of the Arctic Rose restaurant for remodeling  
46 and repairs, which necessitated a short-term \$10,000 loan from the fund to the center, which  
47 has since been repaid with interest.

48 Legacy Planning Director Jan Knutson explained the asset report and went over the confidential  
49 donor report with the board. She noted donations of painted, wooden benches from Stan  
50 Reitman in honor of his late wife and British Petroleum in honor of veterans. A third bench has  
51 been donated by Bonnie Tisler in memory of deceased family members.

52 MOA Senior Services Coordinator Lynda Meyer introduced herself to new board members and  
53 explained that she works with the Health and Human Services department. She re-affirmed that  
54 her department wants to partner with the center, and has a vested interest in seeing that the ASAC  
55 remains a "jewel in the crown" of senior services in our community. She discussed the status of  
56 maintenance issues such as improved and more energy-efficient lighting, and an upgrade to the  
57 center's phone system. She stated that new equipment has been ordered for the kitchen and  
58 dining room. Computers and software are also being ordered. Although her department has  
59 suffered cost-cutting, funding for the center through her department is going to remain stable  
60 through 2012. She mentioned that internal audit issues are minor and are being fixed.

61 President Gordon Glaser reported that he wants financial reporting improved. He expects more  
62 committee work and volunteer work from board members. He is especially concerned about  
63 fundraising, which is the center's main source of funds. He also wants the center to become a  
64 hub for information referral.

#### 65 PERSONS TO BE HEARD

66 Mary Jo Robinson stated that she is a fanatical fitness center user, and reported that the fitness  
67 center seasonal pot-luck will be held on December 8, 2011, from 1 to 3 p.m. She solicited members  
68 to sign up to bring a dish and invited everyone to come.

69 Al Sundquist stated that he appreciates the aqua aerobics program and reminded us that the van  
70 leaves the center for the pool every Monday and Wednesday at 11:30 a.m.

#### 71 OLD BUSINESS

72 The executive director collected oath of office and ethics forms from new board members.

73 Lynda Meyer explained the new MOA contractor position for the Aging and Disability Resource  
74 Center ("ADRC") is cost-neutral to the center and will result in the center being more receptive to  
75 members who need information and referrals for senior services. The contract term is November  
76 15, 2011, to June 30, 2012, with optional renewal provisions. Liz moved, and Marcey seconded,  
77 that the center accept the proposal and that the contract be signed. The motion passed  
78 unanimously.

79 Don reported that there is a Finance Committee meeting on November 14, 2011, and Gordon  
80 encouraged all board members and guests to attend that meeting, the subject of which is the 2012  
81 operating budget.

## 82 NEW BUSINESS

83 Liz Len g and Jackie Johnson reported jointly that they are making progress on the agreement  
84 with Fred Meyers to allow us to sell Rondy pins on their premises. They are working on an order  
85 form, and invited more participation. No exact date can be given yet for the dates of the sale.

86 Bill Mans explained that IRS Form 990 has to be filed, and emphasized the importance of accurate  
87 information on the form. He noted that Board members have personal liability for the accuracy  
88 of the information on this form, even though it is signed by our CPA. Gordon noted that board  
89 liability insurance is current.) Motion by Jeanne, seconded by Fritz, to accept the 990 Form as  
90 presented; the motion passed unanimously.

91 Don declined to give a financial report at this time, pending the finance committee meeting.

92 The Endowment Trust reported that they have 5 nominees for 6 vacant positions: Bob Tannahill,  
93 Senior Trust Officer for FNBA; Judy Ireton, a retired elementary school teacher with the ASD;  
94 Don Alspach; Myrna Johnson; and(provisionally, pending a decision from the assembly), Ernie  
95 Hall. Bob Tannahill and Judy Ireton addressed the board. Moved by Jeanne, seconded by  
96 Marcey, to discuss these nominees. After discussion it was moved by Fritz, seconded by Jeanne,  
97 to accept these nominees; the motion passed unanimously.

98 Keith Green then presented three resolutions from the endowment trustees. The first resolution  
99 was to allocate \$5,894 donated by business sponsors from the June luncheon to the center's  
100 operating budget rather than to the endowment. Moved by Liz, seconded by Jeanne to accept  
101 this resolution; the motion passed unanimously. Resolutions 2 and 5 were tabled pending  
102 further discussion. Resolution 3 involved approval of a loan from the endowment fund to the  
103 center for \$10,000 in October to cover a shortfall caused by a cash flow dip resulting from  
104 closure of the Arctic Rose restaurant in August. The short-term, interest-bearing loan has since  
105 been repaid in full. Moved by Fritz, seconded by Liz, to approve this loan; the motion passed  
106 unanimously. Resolution 4 was to approve a 3% allocation from the fund to the center for  
107 operating expenses in 2012, about \$82,375. Moved by Don, seconded by Jeanne to approve this  
108 amount; the motion passed unanimously.

## 109 COMMITTEE REPORTS

110 The Finance Committee reported that it has sale volunteers, but is lookin g for a volunteer  
111 coordinator for the volunteers. There were no other committee reports.

## 112 COMMITTEE ASSIGNMENTS

113 Gordon asked that the following be placed in the record. Tonja is on the Executive Committee  
114 and the Grievance Committee; Rosa is on the Policies, Procedures and Strategic Planning  
115 Committee; Marcey is on the Fund Raising Committee; Fritz is on the Fund Raising Committee,  
116 Public Relations Committee, Fitness Committee and Library Committee; Liz Len g is on the Fund  
117 Raising Committee and the Membership Committee; Jeanne Edwards is on the Finance and Budget  
118 Committee, the Fitness Committee and the Grievance Committee; and Claude Watson is the  
119 Borealis Editor and is on the Health and Safety Committee.

## 120 ANNOUNCEMENTS

121 The Fitness Pot-luck is December 8<sup>th</sup> from 1 p.m. to 3 p.m. The Veterans lunch is November 11<sup>th</sup>  
122 from noon to 2 p.m. The Forum is November 16, 2011.

123 BOARD COMMENTS

124 Marcey will be out of town for an extended period. Marcey is concerned about policies and  
125 procedures being clear and being followed. Fritz requested a year-out schedule of the dates of  
126 board meetings.

127 The BOARD RETREAT is scheduled for December 14<sup>th</sup> from 1 p.m. to 4 p.m. The retreat  
128 facilitator will be the Foraker Group. ***The first twenty minutes of the board retreat will serve as***  
129 ***the board meeting for December.*** Those who have RSVP'd that they are able to attend are Don,  
130 Gordon, Peggy, Tonja, Jeanne, Claude, Rosa, Fritz and Liz. (Marcey can not attend).

131 ADJOURNMENT

132 Moved by Fritz, seconded by Liz to adjourn; the motion passed unanimously. The meeting  
133 adjourned at 11:48 a.m.

134 ***These minutes were taken by acting secretary Tonja Woelber in Peggy Hackett's absence, and***  
135 ***reviewed and approved by President Gordon Glaser and Executive Director Cathy Lee.***