

1 ANCHORAGE SENIOR CENTER
2 ANCHOR-AGE CENTER, Inc.
3 Board of Directors Meeting
4 July 11, 2012
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6 **Call to Order-Quorum:** Gordon Glaser; Rosa Foster; Don Simmons; James Garrigues; Liz Leng;
7 Fritz Pllum; Tonja Woelber; Jeanne Edwards; Peggy Hackett and Bill Mans were present, comprising
8 a quorum when the meeting was called to order at 10:00 by the President.
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10 **Introductions:** Attendees were asked to introduce themselves. Guests included Al Sundquist, Dave
11 Kaufman and Rocky Kim.
12

13 **Agenda Approval:** Jeanne moved, and Don seconded, approval of the Agenda, with Bill's addition of
14 "Nominations" under "New Business."
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16 **Minutes of previous meeting:** Fritz Pllum called attention to a typo on line 123 of the June 13, 2012
17 minutes, after which Don moved, seconded by Jeanne, approval of amended minutes; unanimous.
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19 **Reports:**
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21 Secretary – Peggy will not be serving on the Board after the end of her term this fall, and she
22 encouraged anyone interested in serving as Secretary to advise the Nomination Committee of his/her
23 interest.
24

25 Treasurer – Don distributed a revision of the Ordinary Income Report contained in the packets,
26 stressing that Ordinary Income is income before contributions from the Endowment Fund. The revised
27 schedule is net income which includes endowment contributions. Referring to the report, Don said the
28 important column is the last column, which represents YTD variances from the approved budget
29 expenses. As of the end of May, YTD ASAC net income is off from the budget by about \$6,500.00.
30 Don also noted that Membership shows a \$13,000 surplus, better than had been budgeted. Sue said
31 there was a misallocation of salaries, so that this surplus would actually accrue to Administration,
32 somewhat diminishing the negative budget variance shown there. The big difference in Administration
33 results from the fact that instead of an employee as a CFO, we have been using contractors. Overall,
34 we are only off our budget by \$6,500.00. However, as we enter the summer season, some major
35 revenues will be down, and it is important to closely monitor this situation. We are on budget, but it is
36 a warning. Mike Foster completed the annual audit; however, the Endowment is not separate from
37 Operations. Don is working with Mike to produce supplemental information showing stand-alone
38 ASAC operations results. Another change in the audit is treatment of the corpus of the Endowment
39 Fund (about \$2 million) as restricted, and everything else (about \$500,000) unrestricted.
40

41 Executive Director – Cathy presented her July 13, 2012 report (attached). In answer to a question
42 about heat trace, Cathy provided an explanation of the device, adding that the Center has experienced
43 no gutter problems or icicles after the heat trace installation.
44

45 Cathy then introduced Dave Kaufman, an insurance provider who has been working with the Center for
46 seven or eight years. Dave mentioned that he goes to market every year to obtain the best price and to
47 make certain that the plan is the best he can obtain. His firm deals only with employee groups of 15 or
48 fewer. There may be a 5% reduction in the cost of benefits. Don inquired whether Dave handles all
49 insurance for the Center, but was advised that he does not. Don wondered whether the insurance
50 provided is compatible with the insurance carried by the Municipality. Dave promised to discuss this
51 further with Cathy.
52

53 Cathy requested Keith to let her know when to pick up the two computers and printers used by DLP,
54 and he promised to do so by the end of the day. Cathy announced that a special key for the storage area
55 containing DLP files will be provided by the Municipality so only one person can access that area.
56

57 Cathy stated that the \$6,000 resulting from bazaar sales is low compared to previous years.
58 Endowment Trust – Keith gave the new balance for the Endowment Trust as \$2,514,852 as of July 10,
59 reflecting the allocation to the Senior Center. The Trust is up 4.9% YTD. Asset allocation is
60 approximately the same. International exposure went from 17% to 12% because of concerns about the
61 Euro; investments in U. S. Large Cap stocks took up the difference.
62

63 DLP shut down as of the end of June. There was a gap in Jan’s insurance as of the end of July, covered
64 by COBRA in the amount of \$1,270.33, authorized via telephone call to Dave. Keith has taken over
65 the credit card, which had been difficult to obtain in the first place, so it will be retained for a while,
66 although the outliers have been removed from access to it.
67

68 Three bequests are outstanding: The last installment of a \$5,000 annual bequest; the \$10,000 Sullivan
69 bequest, awaiting settlement of the estate; and a six-figure bequest coming in the next year, when an
70 estate is settled.
71

72 The next meeting of the Endowment Trust takes place on August 2, and anyone with an interest in the
73 Endowment is urged to attend. Keith will reach out to prior members of the Trustees to aid in the
74 restructuring of the committee covering decisions about how the Endowment Trust will function.
75

76 Municipality – Lynda just received an in-depth municipal facilities report from USKH, which she will
77 send to Cathy, reminding that capital requests are pending. She urged that Cathy look closely at the
78 100-page report, adding that there will be a facilities meeting next Tuesday, July 17.
79

80 WHPacific completed a thorough ADA walk-through of the Center; its recommendations are contained
81 in a report accompanying its July 9, 2012 letter. Susan Duncan is a unique architectural specialist, and
82 her report deals thoroughly with what she observed about the building structure.
83

84 Loussac Library is making an outreach to seniors by urging interested parties to sign up to participate in
85 a senior-specific focus group, meeting at the Center on August 9 from 1-3 P.M.
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87 Information on aging and disability resources at the Center is contained in the document passed around
88 by Lynda. The MOA has a continuation grant having to do with the Affordable Care Act since the
89 Center is an entry point for seniors, providing option counseling to anyone applying for assistance. The
90 State is applying for major grant funding, considering Alaska ideal for becoming fully functional as a
91 single point of entry. Lynda will send the contract to Gordon and Cathy, to be shared with the Finance
92 Committee.
93

94 Committee Reports – Liz distributed a copy of a letter to be sent by the Fundraising Committee to all
95 members of ASAC. In October, the Committee is planning an evening event - an Arts Gala Fundraiser,
96 working with Sally Robinson of the Arts Department. Liz will keep Board members advised of this
97 major event. Gordon pointed out that the Center cannot rely on fundraisers as much as it has in the
98 past, and encouraged Liz to recruit additional assistance on the Committee. Gordon complimented Liz
99 and her Committee members on what the Committee has done.
100

101 President – Don Alspach has been working on projects resulting from the ADA walk-through.
102

103 The Center has lost the service of two very important people- James Elgarico and Jan Knutson, so
104 everyone will have to do more.
105

106 Rosa and Gordon attended the Open Forum, which are held quarterly as part of our accreditation
107 process. Gordon urged better attendance by other Board members, and Keith will be invited to attend as
108 well. **Cathy will send everyone dates for the Open Forums, as well as the election.**

109
110 **Old Business:** The Audit update was covered in the Treasurer's report, above. The final report might
111 be available in August.

112
113 **Persons to be Heard:** Al Sundquist, a faithful attendee, said he finds attending Board meetings a great
114 way to fill in time until he boards the bus to take him swimming.

115
116 Rocky Kim, the outreach coordinator for the Korean community, has been instrumental in providing
117 movies, karaoke and computer training in the Center. Mr. Kim offered to compile and distribute a list
118 of local businesses providing discounts to seniors. Liz asked if some Koreans would want to have ESL
119 classes in the Center. Mr. Kim said they would, since they realize they have to be able to speak the
120 language in order to deal adequately with others on medical/dental matters. Mr. Kim will give details
121 at a future time.

122
123 **New Business:**

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125 Center Program Spotlight/Korean Outreach-Rocky Kim (see above paragraph)

126
127 Recommendations from the finance Committee -Don moved, seconded by Tonja, acceptance of the
128 finance statement for May, 2012; unanimous.

129
130 Board Membership - Gordon mentioned that Marcey Vreeland resigned from the Board to devote time
131 to completing her book.

132
133 Nomination Committee for Board Elections/Nominations -Bill distributed nomination materials to
134 attendees, reminding all of the upcoming annual meeting, and of the fact that nominations must be
135 completed prior to August 4, 2012, sixty days before the annual meeting. The annual meeting is
136 scheduled for October 3, 2012, from 10 until 4:30 and those planning to vote must be 55 and a member
137 in good standing of the ASAC. The Nomination Committee hopes to receive the names of about 30
138 candidates for the four vacant positions – Peggy Hackett; Liz Leng; Marcey Vreeland and Claude
139 Watson. Jeanne Edwards will sit on the Nominations Committee with Bill since she is not a candidate.
140 **Cathy will ask Maria to check to see who is a member, and Gordon suggested that Maria should**
141 **contact any whose membership is about to expire before the annual meeting.** Fritz wondered if
142 anyone would be taking Marcey's place before the election, and Gordon said he had contacted two
143 people to fill in, but both had to decline. Gordon hopes her seat will soon be filled.

144
145 Nomination of Pat Abney for ETF – Gordon said that there is a need for some liaison with the
146 community because questions have arisen. Gordon checked Hugh Fleisher. Tonja moved, seconded by
147 Jeanne, approval of the nomination of Pat Abney to be a member of the ETF; unanimous.

148
149 Capital Projects Proposal – Don Alspach's report will be placed in boxes. Gordon and Don Simmons
150 will be sitting in on public facilities meetings, keeping in mind that the Municipality doesn't have the
151 money to update things. Lynda urged the use of Property and Facilities Managements folks, as well as
152 continued reference to the USKH document with regard to this more-than-30-year-old building.
153 Gordon is correct in saying that the MOA will not get to big project items without grant aid.

154
155 Recertification of ASAC – Cathy reported that recertification is due in the next year or two, and she is
156 working on it. **Gordon will keep this on the agenda.**

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158 30th Anniversary programming – **Cathy will pinpoint the exact date of the anniversary.**

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Announcements – Cathy passed around copies of postcards sent by Gordon during his recent travels.

Board Comments: Fritz remarked that he couldn't find announcements of the Board meeting when he signed in.

Fritz referred to the fact that the Swank house sewage line froze, and wondered if that will occur again. Cathy said that Steve makes it a point to call someone when the Swank House sewer line is plugged. One of the grants for which the Center applied was for a contractor to examine it thoroughly. Cathy said they would be working on through I&R office the week of July 16. A camera will examine it, going through the kitchen. Everything will have to be moved out of the area of the administrative section occupied by Maria, James' former office, etc.

Fritz suggested that now that we no longer have a paid DLP, we should recruit a part-time, unpaid volunteer to do some of the things Jan used to do. **Gordon will pass along the suggestion to Keith.** Fritz asked Keith to ask the Trustees for suggestions.

Peggy mentioned that she had talked with Steve last winter about installation of some sort of berm to keep vehicles from parking on the snow-covered sidewalk in front of the handicapped spaces to ensure that those using walkers or wheelchairs could safely access the Center by using the sidewalk instead of going into the parking lot. Steve was aware of the difficulty, but didn't know what sort of berm could be used, and still give year-round access to the sidewalk for walkers and wheelchairs.

Don moved, seconded by Jeanne, adjournment to take place after the Board members' photo; unanimous.

Adjournment: The meeting was adjourned at 12:03 P.M.

Peggy Hackett, Secretary