

1 ANCHORAGE SENIOR CENTER  
2 ANCHOR-AGE CENTER, Inc.  
3 Board of Directors Meeting  
4 Oct. 10, 2012  
5

6 **Call to Order:** Present were Gordon Glaser, President; Rosa Foster, Vice President; Don Simmons,  
7 Treasurer; Peggy Hackett, Secretary; Fritz Pllum; Liz Leng; Tonja Woelber; James Garrigues, and  
8 Claude Watson. The President suggested that attendees introduce themselves, since new Directors  
9 were also present. Tony Barrett listened on a conference call; present were Betty Hendrickson, Bud  
10 Irwin and Dave Levine.

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12 **Excused Board Absence:** Jeanne Edwards.

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14 **Executive Director:** Cathy Lee.

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16 **Endowment Trust:** Keith Green.

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18 **Municipality of Anchorage:** Lynda Meyer was unable to attend because she was traveling.

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20 **Guests:** Al Sundquist; Sue Riehle; Carmen Montano; Robin Stouch

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22 **Agenda Approval:** The Treasurer requested that his portion of the agenda, “Old Business – Finance  
23 Committee” be heard after “Election of new Board Officers”, so Sue Riehle could make her report  
24 before she had to leave. The President agreed, stating that a report from the Endowment Trust would  
25 be heard then since Keith had to leave early as well. Acceptance of the agenda, with suggested  
26 revisions, was moved by Tonja, seconded by Peggy; unanimous.

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28 **Minutes of Previous Meeting:** Don moved approval of the minutes of the previous month’s meeting,  
29 seconded by Tonja; unanimous.

30  
31 Installation of new ASAC Board members: Incoming Directors read the oath of office before signing  
32 their names to the document; Toby will sign his copy and send it to Gordon. Each new Director agreed  
33 to read and sign the Code of Ethics. The President thanked outgoing Board members Peggy Hackett,  
34 Liz Leng and Claude Watson for their services, mentioning that Liz will continue to serve on the  
35 Fundraising Committee, and Peggy will continue as Secretary for the Finance Committee.

36  
37 Rosa, the Vice President, then opened the floor for nominations for the officer positions; all incumbents  
38 were willing to continue as officers. Fritz nominated Bud for the post of Vice President, seconded by  
39 Don. Tonja nominated Rosa for the post of Vice President, seconded by Don. With no further  
40 nominations, the process was closed, and written ballots were collected and counted by Peggy and Liz.  
41 Bud won the nomination for Vice President. The gavel was then turned over to the President. Since  
42 there were no nominations to fill his post, Gordon remains as President. There were no nominations to  
43 fill the post of Treasurer, so Don remains as Treasurer. At 10:30, the President requested a recess to  
44 discuss scenarios for filling the post of Board secretary.

45  
46 Recess.

47  
48 At 10:30, the President re-opened proceedings, declaring the secretarial slot is open, in the absence of  
49 volunteers. Gordon asked Cathy to provide a staff member to take minutes at the November meeting.

50  
51 **Endowment Trust:** Keith apologized for his non-appearance at the September, 2012 meeting, caused  
52 by a meltdown on his office network, after which his calendar disappeared. As of the end of

53 September, the Endowment Trust Fund had \$2,596,882, and the YTD is up 9.3%. The Fund maintains  
54 an allocation of 60% stocks and 40% bonds.  
55

56 A large estate has now been settled, resulting in about \$840,000 coming to the Trust, possibly in this  
57 calendar year, which will increase the Trust's 2013 allocation to the Center. Last year, the allocation  
58 was \$82,000; it might rise to \$88,000 next year. Gordon suggested that the Center name something  
59 after this very generous donor, and Keith agreed that would be a splendid gesture. Cathy said that  
60 could be done, if there is no problem about the donor wishing to remain anonymous. Keith agreed to  
61 check on that aspect.  
62

63 Keith went on to say that the Trust's working account is just over \$20,000, which will rise to about  
64 \$50,000 when the loan is repaid. If the new Board wants the entire allocation at once, it should let him  
65 know. A six-month portion is available now, but the Board might want it all up front.  
66

67 Fritz reminded that a few months ago, he suggested that the Board of Trustees of the Endowment Fund  
68 recruit a volunteer to fulfill some of the duties Jan had undertaken, adding that expenses should be  
69 minimal so the Center would be ahead financially. Keith assured Fritz that his suggestion will be  
70 considered at an upcoming meeting. Fritz added that the person chosen should be relieved of all other  
71 duties at the Center so as to be able to concentrate on the assignment. If there's a staffing issue after  
72 the assignment was made, Keith assured that the Board of Trustees would kick in for that. Gordon  
73 requested a new calendar of Trustee meetings.  
74

75 **Finance Committee Report:** Don welcomed Robin Stouch to her duties as the senior accountant for  
76 the Center, and asked Sue Riehle to give her report on the proposed budget revision.  
77

78 Sue said that in July of this year she began delving into the 2012 budget, which looked OK but,  
79 knowing what she knows about some of the changes and downturn in revenues, she became concerned.  
80 As a result, she rang some alarm bells. Cathy has been working to control personnel costs, especially  
81 overtime. People were hired with the understanding that they would work no more than 20 hours a  
82 week, and managers have been asked to restrict the use of overtime. Unfortunately, certain activities  
83 necessitate the use of overtime. Some employees have gone from hours to salaried workers. Finally,  
84 there have been a few small raises. There were decreases in some of the grant revenues.  
85

86 Don, Gordon, Cathy, Robin and Sue met last week for two and a half hours, going over proposed  
87 budget revisions in detail. The only loose end is the Arctic Rose. Arctic Rose operations through  
88 September will be analyzed in detail once available.  
89

90 The adjustments you'll be asked to approve today are listed on the one-page document that was passed  
91 around – revisions to the 2012 budget have been recommended by the Finance Committee.  
92

93 Don also mentioned that, as of the end of August, the Center is underwater by about \$20,000. We  
94 expect September to be a good month because of expected increases in Arctic Rose revenues.  
95

96 Sue stressed that she'd be "absolutely thrilled" to hold informal meetings, such as a brown-bag lunch,  
97 for Directors and staffers about how to read/understand non-profit financial reports, etc.  
98

99 Don mentioned three items of business to deal with:  
100

101 The 990 tax return, on which he worked with Karen Foster. Foster & Foster modified the tax return,  
102 and recommended that the Board of Directors accept the changes. The 30-page revised return was  
103 available for Board review. Betty moved acceptance of the 990 tax return format, seconded by Rosa;  
104 unanimous. Gordon thanked Don and Sue for their efforts.  
105

106 The 34-page August financial statement and a one-page summary by functional areas were  
107 recommended for approval by the Finance Committee with an explanation of categories. There's a  
108 deficit of \$14,000 as of the end of August. Because some of the losses are seasonal, we're expecting a  
109 major uptick in revenues by the end of the year. Based on this, the Finance Committee recommended  
110 approval of the financial statement. Tonja moved acceptance of the financial statement, seconded by  
111 Rosa; unanimous.

112  
113 The Finance Committee recommended approval of budget revisions appearing on the pass-around and  
114 explained by Sue. Bud moved approval of the budget revisions, seconded by Tonja; unanimous.

115  
116 Bud asked where raising membership fees would be discussed and Gordon recommended that such a  
117 discussion should go through the Finance Committee first.

118  
119 Fritz mentioned some confusion in figures regarding fundraising as they appeared on the Annual  
120 Report. Gordon urged that Don and Fritz get together to discuss the matter after the meeting.

### 121 **Reports:**

122  
123 Vice President – Rosa has been working with the P&P Committee, as well as on publicity for the  
124 upcoming signature gala. Bud mentioned that a few days ago, there was a full-page spread in the ADN  
125 listing upcoming bazaars, etc., but nothing about the ASAC appeared. Cathy took full responsibility  
126 for the omission, explaining that when James left, his duties, including publicity, were divided among  
127 staffers, and, unfortunately, publicity about Center activities was overlooked.

128  
129 Secretary – Peggy urged the new Directors to take the September meeting minutes from their packets  
130 and add them to Section 15 in the three-ring binder. She hoped that the President would go through  
131 those binders at the planned retreat, to make certain that everyone has the same materials. Peggy gave  
132 to the President a blue folder containing hints about how to access the Board documents on a thumb  
133 drive she'll turn over to the Center's secretary, as well as information on duties of the Board's  
134 secretary. She suggested that it would be a good idea for Center employees to maintain/update a "desk  
135 bible" describing the position's duties to make it easier for the person taking over the work.

136  
137 Treasurer – Don's report was given earlier in the meeting.

138  
139 Executive Director – As usual, Cathy's comprehensive report is attached to the minutes. In addition,  
140 there was a discussion about flooring in the aerobics room, which Carl had hoped his dancers could use  
141 while wearing proper footwear. Gordon said the matter will be passed on to the Fitness Committee  
142 regarding enforcement of the footwear restrictions. The Fitness Center is one of the Center's major  
143 sources of revenue, since members pay an additional \$30/month to participate in the program. We have  
144 to make certain that those participating have signed up. Bud suggested that the party in charge of  
145 aerobics should ask "Is there anyone who hasn't signed in?" The Center needs to work on excluding  
146 those who aren't members. Cathy explained that the new fitness director has a report which shows  
147 \$2,000 in overdue fees, adding that there are two scanners which operate in conjunction with  
148 MySeniorCenter. That prompted Claude to inquire as to who on the Board signed in today – not  
149 everyone claimed to have done so. The President said he'd deal with that matter during the retreat.  
150 Peggy reminded Board members doing work at home to be vigilant about adding those hours to  
151 MySeniorCenter to insure an accurate count for tax purposes. Gordon added that he had concerns about  
152 an appropriate response to the Municipality's planned budget cuts, although he doesn't have detailed  
153 figures for the Mayor's Proposal B, which the Assembly has indicated is the only one with which it will  
154 deal.

155  
156 Endowment Trust – Keith's report appears above.

159 Municipality: Linda Meyer regrets that she is unable to attend the Board meeting this month or next.

160

161 Committee Reports – On behalf of the Fundraising Committee, Fritz reported that of the 500 tickets  
162 printed, 407 stubs were counted, although the unverified sale number was 438, so it seems likely that  
163 some tickets were not turned in. The raffle raised \$3,495.00. In the past, there were second, third and  
164 fourth monetary prizes, and if that had been done this year, about \$1,500 less would come into the  
165 Center. The next raffle, with the donated quilt as a prize, will end in early December.

166

167 President – After I've pinned down the terms of office, I'll be in touch with the new Directors to advise  
168 them about the length of their terms. We should try to do a Board retreat; you'll be notified by e-mail  
169 when we can come up with a date that insures the most attendees. Next week, I'd like to meet with  
170 Bud and Tony to do some planning, and to deal with the secretarial vacancy. Cathy asked if she could  
171 invite her core managers to the retreat.

172

173 Gordon went on to say that at a minimum, board members should wear name badges. For the new  
174 members, please be advised that you have mailboxes in the administrative section, just outside Cathy's  
175 office, in which you'll find packets a few days before the Board meetings. Tony asked that handouts  
176 distributed at today's meetings be placed in his mailbox to be picked up on his return. Gordon urged  
177 new Board members to give him e-mail addresses. His phone number is 277-3416, and he accepts calls  
178 after 9:00 A.M. and before 9:30 P.M.

179

180 Dave asked how much of an increase or decrease in funding the Center has, compared to 2011. Don  
181 responded that right now, we're behind last year's figure, and suggested that he meet with Dave after  
182 the meeting to go over the matter at length.

183

184 **Old Business:** This segment was covered earlier in the meeting.

185

186 **Persons to be Heard:** All guests had already left the room (not because of anything we'd said, I'm  
187 certain!).

188

189 **New Business:**

190

191 Center Program Spotlight – Cathy covered this in her report, given earlier.

192

193 Recertification – Our recertification expires Oct. 20, 2013, so this item should be kept on the agenda.

194

195 Capital requests and facility update – Gordon said he and Bud will meet on this, adding that first the  
196 Assembly, then legislators, will be invited to take a walkthrough of the facility.

197

198 30<sup>th</sup> Anniversary – The President expressed the hope that someone on the Board will step up to  
199 coordinate aspects of this important event.

200

201 Grievance Committee – Gordon mentioned that there is one grievance to come before the Committee,  
202 on which Tonja serves, and he encouraged others to join her.

203

204 Announcements – Gordon asked to be notified if a Board member is unable to attend a meeting. He  
205 announced that Julie McFarlan, the Center's IT guru, was chosen as the Center's Employee of the Year.

206

207 Board Comments – Fritz reported that he received a harangue from a member, reminding him that the  
208 Annual Meeting used to be held in August, rather than October. Although we haven't had a quorum at  
209 the Annual Meetings of late, if we ever do have one, the meeting month could be changed. He  
210 mentioned that a member thought the last fundraising letter was too demanding, causing the member to  
211 decide not to contribute.

212  
213 Bud thanked members for electing him to the post of Vice President.

214  
215 Adjournment – Tonja moved adjournment, seconded by Don. The motion passed unanimously, and the  
216 meeting adjourned at 12:04 P.M.

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219 \_\_\_\_\_  
220 Peggy Hackett, Secretary