

ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.
Board of Directors Meeting

August 14, 2013

Call to Order – Quorum:

Board Members Present: Gordon Glaser (President), Bud Irwin; Tony Barrett; Betty Hendrickson;; Peggy Hackett; Don Simmons; Tonja Woelber, Fritz Pellum; Rosa Foster
Board Members excused: Jeanne Edwards
Board Members absent: Dave Levine; Bill Mans (ex-officio)
Volunteer Assistant to the Secretary: Eileen (Nicky) Nickoloff
Endowment Trust Representative: none present
Municipality Representative: Ken Takakuwa
Staff Attendees: Cathy Lee (Executive Director)
Guests: Maria James; Caroline Bolar; Kris Warren; Marcey Vreeland

The meeting was called to order by Gordon Glaser, President, on 8/14/13 at 10:06 AM after it was determined that a quorum was present and business could be conducted.

Introductions: Introductions were made.

Agenda: Minor changes were made to the agenda, including addition of an Executive Session to discuss budget concerns. *A motion to approve the amended agenda was made by Fritz and seconded by Betty; approval was unanimous.*

Minutes of Previous Meeting: *A motion for approval of the July 10, 2013 board minutes as written was made by Bud and seconded by Rosa; the motion was approved unanimously.*

Reports:

Vice President (Bud) – deferred until later in the meeting.

Secretary (Tony Barrett) – Tony is looking to collect paperwork required of Board members, including the Oath of Office, Conflict of Interest statement and Code of Ethics.

Treasurer (Don Simmons) – Medicare program funding from MOA has been delayed beyond the six weeks for which the ASAC granted a line of credit. *Don moved that the approval to extend a line of credit for six weeks, made at the last Board meeting, be extended to September 30. Peggy seconded and the vote was unanimous in favor.*

The Fur Rondy committee needs advance funding as a reimbursable amount so they can buy pins, etc. This funding is needed in November. *Don moved and Betty seconded that the Board authorize expenditures up to \$10,000 starting November 15; approval was unanimous.*

Executive Director (Cathy Lee) – A full Director’s report was handed out at the Board Meeting. The following is a summary. Portions of the parking lot ne resurfacing or replacement; a MOA grant will be requested for this purpose. MOA is still working on balancing the HVAC system; closing doors and windows during hot weather is critical.

Endowment Trust - no report.

Municipality – Lynda Meyer’s replacement has just been hired (Marie Levine, a licensed clinical social worker), and Ken Takakuwa is representing the MOA at this meeting. The budget process for the city has begun and cuts in funding have been requested by the Mayor. However, until the Mayor proposes his budget, nothing is final. It was suggested that Board members and

40 other members of the Senior Center contact their Assembly representatives with the need for
41 funding the Center at a higher level (funding has been level for 4 years).

42 **Committee reports**

43 **PR/Marketing committee** – Carolyn Bolar resigned as chairperson of this committee. A new
44 chair will be sought by Bud. Carolyn volunteered to serve on this committee, and believes there
45 are a number of ways to solicit money from corporations. The Board accepted her resignation
46 with regret.

47 **Elections** – There are five candidates for four Board vacancies. Absentee ballots will be mailed
48 out in the Borealis for the first time, to aid members in voting. The question of whether an
49 election is needed if the number of empty seats equals the number of candidates will be
50 addressed after the election.

51 **Fund Raising** – Betty is chair of this committee, and Fritz will be handling Fur Rondy sales.
52 Fritz gave out ten raffle tickets to each Board member (prize is free Alaska Airlines tickets);
53 these are to be sold if possible and returned to Fritz by the next Board meeting (September 11).
54 Betty is preparing a letter soliciting contributions to ASAC from lifetime members.

55 **Fitness committee** – the Fitness program is doing well, with high numbers of participants in the
56 various classes. A handout has been given to all participants in the program, outlining the
57 various rules and requirements for those using the ASAC fitness facilities.

58 **Membership committee** (Tony) – Tony has finalized a draft script to be provided to medical
59 providers who deal with seniors that includes an invitation to become a member of the ASAC,
60 complimentary for one week. The Alaska Medicare clinic is already enthused about the
61 program, and Tony will be contacting other Medicare providers.

62 **Bylaws** – Bud presented a final draft of a proposal for changing building access to the Center.
63 This answers a need for increased building security, as well as helping to get a more accurate
64 count on the number of non-members who access the building and their purposes in doing so, as
65 well as a count of members who don't sign in. Among the changes is Emergency Exit
66 designation for the East entrance door adjacent to the art room, as well as several other doors.
67 The Northwest (front) door would be the primary entrance for members and employees, and the
68 only permitted entrance for guests (other than handicapped guests). Bud would like some time to
69 explain these changes to members who use the craft and art rooms, and might be inconvenienced
70 by these changes. He is also exploring ways to rearrange the front entrance in as cost-conscious
71 a way as possible, and may be able to get advice on this from a volunteer who has interior
72 decorating experience. *A motion was made by Tony and seconded by Tonja to accept the
73 proposal as a draft, to be voted on at the next Board meeting. Acceptance was unanimous.*

74 **Report from the Recertification Committee** – it is unclear whether all 9 of the various
75 subcommittees are meeting or not. Gordon will discuss with Holly.

76 **Old Business:**

77 **Finance Committee** – *Don moved, and Betty seconded, that the Finance Committee report for
78 June be accepted; this was approved unanimously.* There was some discussion about the fact
79 that the Center is now \$40,000 behind budget targets. Fixed expenses are rising, but income
80 isn't. This will be further discussed in an Executive Session.

81 **Persons to Be Heard:**

82 Two candidates running for the Board, Maria James and Kris Warren, were present at the
83 meeting and gave short descriptions of their qualifications.

84 Marcey Vreeland discussed Angelus Memorial Park and Cemetery lots owned by ASAC. These
85 are included in ASAC assets. The Endowment Trust owns one of these sites; if it is sold, the
86 monies would go into the Endowment fund. Money from other lots sold would go into the
87 general fund. At present, there are no offers on the table for these lots.

88 **New Business**

89 An Open House and membership drive was held at the Center today.

90 There are no sponsors for a 30th anniversary celebration; Betty continues to try and contact GCI.
91 A sum of \$1500 is the goal.

92 **Announcements**

93 A request will be made in the September Borealis to recruit volunteers to call and encourage
94 members to attend the October Annual meeting and Board of Directors election. Phone calls are
95 to begin around September 18. A quorum of members is needed for these events. Bud discussed
96 a State law for non-profit corporations that allows absentee ballots in election of directors.

97 **Executive Session**

98 The Board went into Executive Session from 11:40 AM to 12:15 PM. At the end of this time,
99 and back in regular session, *Don moved and Betty seconded that Cathy Lee as Executive*
100 *Director be given the authority to take corrective actions, including personnel actions, security*
101 *improvements and revenue enhancements, necessary to bring the budget back into balance.*
102 *This motion passed unanimously.*

103 **Adjournment:**

104 *At 12:20 PM, Tonja moved and Betty seconded adjournment; this motion passed*
105 *unanimously.*

106 Minutes Submitted by:

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Anthony Barrett, Secretary

110 **Remaining Board Meeting Dates for 2013**

111 September 11 November 13

112 October 9 December 11