

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

October 9, 2013

**Call to Order – Quorum:**

Board Members Present: Bud Irwin (VP); Tony Barrett (Secretary); Don Simmons (Treasurer); Fritz Pellum; Betty Hendrickson; Tonja Woelber; Rosa Foster; Jeanne Edwards; Bill Mans (ex-officio)

Newly elected Board Members: Maria James; Sid Atwood; Kris Warren; Karen Hunt

Board Members excused: Gordon Glaser (President); Peggy Hackett

Board Members absent: David Levine

Recording Secretary: Eileen (Nicky) Nickoloff

Endowment Trust Representative: Keith Green

Municipality Representative: No representatives present; Marie Lavigne was excused

Staff Attendees: Carmen Montano; Cora Simien; Kristi Norman

Guests: Gail Moquin; Sharon Cissna

The meeting was called to order by Bud Irwin, VP, acting as President for this meeting, on 10/9/13 at 10:04 AM after it was determined that a quorum was present and business could be conducted. The first part of the meeting was conducted with previous Board members, until paperwork was completed for the newly elected Board members later in the meeting.

**Introductions:** Introductions were made.

**Agenda:** Several additions were made to the agenda, including approval of newly elected Board members, election of officers, and nominations for new advisory council members. *A motion to approve the amended agenda was made by Bud and seconded by Betty; approval was unanimous.*

**Minutes of Previous Meeting:** *A motion for approval of the September 11, 2013 board minutes as written was made by Don and seconded by Betty; the motion was approved unanimously.*

**REPORTS**

**Vice President** (Bud) – the Municipality has delayed sending ASAC the check to cover Medicare funding for several months; ASAC had to take out a loan from the Endowment fund for operating expenses for this program. The check was finally received today (10/9/13). There is concern for the new ASAC contract with the MOA, since the previous three-year contract expires at the end of 2013. It will be a sole source contract but there does not seem to be any progress with MOA in developing the new contract. We are requesting additional monies in the contract to cover ongoing expenses, since there was no increase in funding over the previous three years. If the year ends with no contract, there is a question of liability for the Board if indemnification is not received, since the Center is a city facility.

**Secretary** (Tony Barrett) – This was the first year that absentee ballots for the election of new Board members were sent to every member. A total of 551 ballots were cast, with 454 being absentee, 92 votes in person and 5 proxies. A copy of the Board book was given to newly elected Board members. While it needs updating, much of the required information is available on the website. New Board members were given copies of the oath of office, conflict of interest statement and code of ethics documents to sign.

ASAC Board Minutes October 9, 2013

42 **Treasurer** (Don Simmons) – The Finance committee met on Monday. The August summary  
43 financials were somewhat better than previous months. A financial budget work session will be  
44 held in conjunction with the next open forum meeting. It was agreed that a better understanding  
45 of the budget was needed for Board members, Center staff and members.

46 **Executive Director:** no report; Cathy Lee was excused.

47 **Endowment Trust** - Keith Green reported that of the twelve trustees, there are three whose  
48 terms will be up at the end of this year. At the end of the 3<sup>rd</sup> quarter, the trust was at \$3.6  
49 million, up 10.6%. The allocation to ASAC will be determined at the end of November. This  
50 allocation is based on 3% of the 5 year trust fund average as long as the corpus of the fund is  
51 below 5 million dollars. He also explained that monies in the corpus of the endowment trust  
52 cannot be used for operating expenses at the Center. There has been confusion about this  
53 because of the way the funds are listed in the Annual Report and at the annual meeting. An  
54 attempt will be made to clarify these presentations, so that everyone realizes the Endowment  
55 Trust is a separate fund.

56 **Municipality** - no report; Marie Lavigne was not present.

57 **COMMITTEE REPORTS**

58 **PR/Marketing committee** – this important committee still needs a chair. Maria James requested  
59 \$525 for Cora Simien to have a booth at the Wedding Fair to be held in October, for the purpose  
60 of obtaining catering orders. Donations were given by Board members and were enough to  
61 purchase a booth at this affair.

62 **Elections** – discussions will be held in the future as to moving up the date of the ice cream social  
63 “meet and greet” for candidates for the Board, as well as eliminating elections if the number of  
64 candidates for the Board is equal to the number of vacancies.

65 **Fund Raising** – no report.

66 **Fitness committee** – the Fitness Committee does not understand why this committee shows a  
67 loss on the monthly summary financial statements, at the same time as there are more  
68 participants in the program than ever before. Kathie Veltrie, Fitness committee secretary,  
69 attended the Finance committee on Monday, and requested an explanation, which will be  
70 forthcoming.

71 **Membership committee** (Tony) – Tony will continue to visit Medicare providers in November,  
72 with a finalized draft scrip which includes an invitation to seniors to become a member of the  
73 ASAC for one week at no cost, including participation in the fitness program for that week.

74 **Bylaws** – Bud purchased a lock to make the East entrance door an emergency door only, but  
75 there was an outcry from members who use that door frequently. Bud is exploring ways to make  
76 access or egress available for authorized users only. There may be costs of approximately \$2000  
77 for this, but users of this door have said they would raise the money. *Don moved and Tony*  
78 *seconded a resolution to give Bud the ability to work out a solution with users of this door to*  
79 *pay the costs; motion was approved unanimously.*

80 **Report from the Recertification Committee** – Maria James reported that meetings have been  
81 temporarily suspended until confirmation of whether the \$500 fee has been paid.

82 **President’s Report:** Bud urged Board members to make their presence at the Center known, to  
83 wear their badges and to drop into various meetings and activities.

84 **OLD BUSINESS**

85 **Report of Annual Meeting** – There was a poor turnout at the meeting (less than 100 members).  
86 It was suggested that work be done on better ways to present information at this meeting, as well  
87 as better proofreading of material presented and clearer explanations, especially of the budget.  
88 Karen Hunt volunteered to work on these things. Additionally, it may be helpful to better define  
89 “voting members”, in order to obtain a quorum at this meeting.

90 **Finance Committee** –*Don moved, and Bud seconded, that the Finance Committee report for*  
91 *August be accepted; this was approved unanimously.*

92 **PERSONS TO BE HEARD**

93 Carmen Montano brought up a number of issues dealing with financial concerns, security at the  
94 Center including evening hours, posting of positions, inadequate training of volunteers and  
95 possible HIPPA issues. While it is the responsibility of the Board to address all policy issues, it  
96 is the Executive Director who runs operations in accordance with those policy decisions.

97 Cora Simien emphasized that she is trying hard to balance the food services budget, but is  
98 concerned about possible theft. She had requested that security cameras be installed in the food  
99 services areas, but this project seems to be stalled.

100 Gail Moquin believes it is important to have voting at the annual meeting, and not just by  
101 absentee ballot. There should be thought given to ways to make more members want to attend  
102 this meeting. Additionally, she is concerned that the Center is so understaffed that there are few  
103 backup plans for when emergency situations arise. Again, it is the Executive Director who is  
104 responsible for daily operations at the Center.

105 **NEW BUSINESS**

106 Documents given out earlier in the meeting were signed by the new Board members. *Bud*  
107 *moved and Tonja seconded acceptance of these documents and of the new Board members;*  
108 *approval was unanimous.* The Board members whose term of office are expiring are Fritz  
109 Pellum, Peggy Hackett, Rosa Foster and Jeanne Edwards. The Board thanks them for their  
110 service. *Gordon nominated (in absentia) and Bud seconded appointment of Jeanne and Fritz*  
111 *to the Advisory Council. Approval was unanimous.* Karen Hunt, who is currently a member of  
112 the Advisory Council, will resign after chairing the November meeting of the Council and after  
113 the next Open Forum.

114 **Election of Officers:** *Bud nominated and Don seconded Tony Barrett for Secretary. Kris*  
115 *Warren was nominated for Treasurer by Bud, seconded by Don. Don nominated Bud Irwin*  
116 *for Vice President, seconded by Tonja. It was proposed that Gordon Glaser remain as*  
117 *President until such time as a qualified successor is elected, in order to have continuity in*  
118 *contract negotiations with the MOA. Approval in all cases was unanimous.*

119 **Adjournment:**

120 *At 12:48 PM, Don moved and Karen seconded adjournment; this motion passed unanimously.*

121 Minutes Submitted by:  
122 \_\_\_\_\_  
123 Anthony Barrett, Secretary

124 **Remaining Board Meeting Dates for 2013**                      November 13                      December 11