

ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.
Board of Directors Meeting
March 12, 2014

Call to Order – Quorum:

Board Members Present: Karen Hunt (President); Bud Irwin (Vice-President), telephonically; Tony Barrett (Secretary); Kris Warren (Treasurer); Gordon Glaser; Betty Hendrickson; Maria James; Sid Atwood; Don Simmons (telephonically); Tonja Woelber

Board members excused: Gary Wells

Recording Secretary: Eileen (Nicky) Nickoloff

Endowment Trust Representative: none present

Municipality Representative: none present

Staff Attendees: Cathy Lee (Executive Director)

Guests: none present

The meeting was called to order by Karen Hunt, President, on 3/12/14 at 10 AM after it was determined that a quorum was present and business could be conducted.

Introductions: A roll call was taken by the secretary.

Agenda: One change was made to the agenda, adding “featuring staff and volunteers in Borealis”, under New Business.

Minutes from Prior Meeting: *The motion to approve the minutes from the 2/12/14 meeting was made by Gordon, seconded by Betty and approved unanimously.*

EXECUTIVE DIRECTOR REPORT

A full Director’s report was handed out at the Board meeting. A new purchasing control procedure has been instituted to ensure that purchases are received and verified correctly, with a signature or initial to identify the receiver. Northern Lights Bingo used our gaming permit during Fur Rondy and presented a check for \$5,040 to ASAC. This has been placed in the operating reserve fund. Cathy Lee was asked to send minutes of the weekly staff meetings to all Board members.

COMMITTEE REPORTS: STANDING COMMITTEES

Endowment – No report, Keith was not present.

Executive – Karen will call a meeting.

Finance (Kris Warren) –Gary Wells (OPAG) is researching the possibility of a grant to remodel Swank House to make it fit for office space. There has been no existing documentation found as to who owns the house. Facilities committee will research the record to substantiate ownership and if none can be found, the Committee will establish such documentation by working with MOA. Cathy reported that staff is working on the disposition of excess property and material stored in the Swank House and throughout the Center.

The committee continues to work on cost vs. revenue for the Kid Corp contract, along with Cathy Lee and her staff.

If the Center is to continue selling Rondy pins, more volunteers are needed to relieve ASAC staff time spent in this endeavor. The BOD reaffirmed the policy that if staff wants to donate non-job

40 time to help volunteers with activities outside ASAC, the activity must be unrelated to their
41 ASAC job function.

42 The January net income report was reviewed. There were higher costs than budgeted for
43 the Arctic Rose, due to restocking inventory. Overall results were close to budgeted amounts.
44 *Kris moved and Tonja seconded approval of the January 2014 report and approval was*
45 *unanimous.*

46 **Operations** (Bud) – chairs are needed for Strategic Planning (review of 5-year plan) and
47 Communications & Marketing committees; there are no reports from these committees.

48 **Bylaws and Standing Rules:** Bud is currently revising the Bylaws to include procedure
49 for Board elections and hopes to have a draft out soon. If accepted, this draft will need a one
50 month review by members. This draft will be on the agenda for the April Board meeting.
51 Currently, the Bylaws do not provide information on how chairs and members for committees
52 are chosen.

53 **Grievance:** Tonja discussed that there is only one key for the Grievance box, currently in
54 her possession. She will have one backup key made, to be given only to the Board President.
55 There is one grievance currently pending, but no specific action has been requested.

56 **Membership:** no report from Tony.

57 **Policies and Procedures:** no report from Bud.

58 **Facilities and Equipment** – Sid is working with MOA and Cora to get a breaker box changed so
59 that the second steamer can be used.

60 The heated boxes used to keep Kid Corp deliveries at the proper temperature don't work
61 well in cold weather. There is an experiment using heated bricks instead of hot water ongoing.
62 There is a box van included in the capital request to the legislature.

63 **COMMITTEE REPORTS: AD HOC COMMITTEES**

64 **Legislative /Assembly Contact Committee:** ASAC requests are still in the capital budget, but it
65 is unsure whether these will remain in the final budget. Karen urged more contact with
66 legislators.

67 **Anchor Rides:** there will be a hearing on March 13, which Betty and Sid will try to get a group
68 to attend. An exception for volunteers might mean cutbacks on service.

69 **Reaccreditation:** no discussion, Holly Wells was not present, and Karen has been unable to
70 contact her. Maria James volunteered to get in touch with Holly. Cathy will continue her contact
71 with Holly.

72 **OLD BUSINESS**

73 **Contractual Obligations:** money earned from the use of our gaming license has been placed in
74 the operating reserve.

75 **Pursue re-accreditation:** on hold until Holly Wells can be contacted and an update received.

76 **NEW BUSINESS**

77 **Featuring staff and volunteers in Borealis:** The deadline for the May Borealis is April 10,
78 Karen would like to have a column by the new Volunteer Coordinator introducing herself, and

79 would like to have this sent to the Senior Voice as well. Maria, Tony and Karen will work on an
80 article for the Borealis. Cathy Lee offered to ask DeAnna to come to the next Board meeting to
81 report on this and the volunteer luncheon.

82 **Review of July 2011 Form “Anchorage Senior Center Rental Agreement”:** this form has
83 been used for organizations providing services under the Health and Welfare department, and
84 possibly renting space for functions. A small fee is charged. There was concern over the
85 terminology of “tenant” and “landlord” used in this form, since these terms have legal
86 implications and responsibilities beyond what is involved in the rental of space to provide Health
87 and Welfare services at ASAC. The Board asked Cathy Lee to stop the use of this form
88 immediately. Additionally, Cathy was directed to provide to the Board a listing of agreements
89 already operative, including how many and with whom. Cathy was

90 directed to propose a simple one-page agreement that can be used to rent space at ASAC to
91 outside entities who want to use space at ASAC to provide services to members or to the public.
92 *It was proposed by Betty that she come back to the Executive Committee with a draft of this*
93 *proposal before the next meeting; this was seconded by Gordon and approved unanimously.*

94 **Contract Authority of the Executive Director:** Currently, beyond the Board President signing
95 contracts with MOA, contract authority at ASAC is unclear. The BOD directed Cathy Lee to
96 bring to the BOD a proposal establishing contract authority of the Executive Director for types
97 and amounts of typical contracts in which ASAC is a party. This proposal should set forth in
98 writing both the types of contracts the Executive Director should have authority to sign and
99 limit(s) in the amount of money involved in the contracts that the Executive Director can sign.

100 **GUEST COMMENTS**

101 **Municipality of Anchorage:** No representative from MOA was present at the meeting. The
102 Board regrets their absence and looks forward to MOA being present at future meetings. Marie
103 Lavigne sent BOD information on a Symposium on the Powers of Aging in Alaska.

104 **BOARD PRESIDENT COMMENTS**

105 Karen requested that the BOD consider writing volunteer thank you notes to show appreciation
106 to volunteers who have done a particularly good job. Tonja volunteered to make up the cards.

107 **Adjournment:**

108 *At 11:57 AM, Tony moved and Gordon seconded adjournment; this motion passed*
109 *unanimously.*

110 Minutes Submitted by:

111 _____
112 Anthony Barrett, Secretary

113 **Board Meeting Dates for 2014:** April 9 May 14 June 11 July 9
114 August 13 Sept 10 Oct 8 Nov 12 Dec 10