

ANCHORAGE SENIOR ACTIVITY CENTER  
ANCHOR-AGE CENTER, Inc.  
Board of Directors Meeting  
May 14, 2014

**Call to Order – Quorum:**

Board Members Present: Karen Hunt (President); Bud Irwin (Vice-President); Tony Barrett (Secretary); Gordon Glaser; Maria James; Sid Atwood (telephonically); Gary Wells; Tonja Woelber; Don Simmons  
Board members excused: Kris Warren (Treasurer); Betty Hendrickson  
Recording Secretary: Eileen (Nicky) Nickoloff  
Endowment Trust Representative: Keith Green  
Municipality Representative: Marie Lavigne  
Staff Attendees: Mary E. Shields, Interim Chief Administrator  
Guests: Theresa Hoffmann

The meeting was called to order by Karen Hunt, President, on 5/14/14 at 10:02 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:** Amended agenda was accepted with the discussion of search for a new Chief Administrator to be included in Executive Session of the Board.

**Minutes from Prior Meeting:** *The motion to approve the minutes from the 4/9/14 meeting was made by Gordon, seconded by Gary and approved unanimously.*

**COMMITTEE REPORTS: STANDING COMMITTEES**

**Endowment** –Keith Green reported that as of 4/30, the Endowment Trust fund is almost 3.9 million dollars. With \$105,000 in the working account, a payment of \$50,000 will be made to ASAC in mid-year.

**Executive** – the Board met in executive session from 11:55 AM to 1:39 PM to approve minutes from the April 25, 2014 executive session and to discuss the search for a new Chief Administrator.

**Finance** (Don Simmons) –based on the March financial statement, the net income report continues to show positive net income to the center in the amount of \$12,951 for March. *Gordon moved and Bud seconded approval of the March 2014 report and approval was unanimous.* Sue Riehle sent out a full financial report to Board members. Sue also reviewed the Annual Audit for 2013. This was a clean report, with no audit exceptions. However, money is tight and in 2013, with a \$1.4 million dollar budget, ASAC was in the black by only \$6,500. It is important to realize that the Endowment fund is separate from the ASAC budget and this point will also be made at the annual meeting for members. *Gordon moved and Tony seconded approval of the Annual Audit and this motion was passed unanimously.*

A competitive bid deadline for a \$30K Disease Prevention Health Promotion grant for 2014-2015 was missed by the prior administration. The Board directed Interim Chief Administrator, Mary Shields, to determine funding impact of this loss. She will report the impacts and recommend budget corrections at the June 2014 Board meeting.

39 **Operations (Bud) –**

40 **Bylaws:** a number of changes have been made, and revised bylaws made available to  
41 members; however, no comments were received. *The move to amend the bylaws as proposed*  
42 *was made by Tony, seconded by Maria and approved unanimously.*

43 **Standing Rules:** Bud and Tony are working on the portion of the Standing Rules  
44 pertaining to the schedule of events for elections. Bud plans to have these changes ready for  
45 approval at the next Board meeting; all applicable forms, letter, etc. will be part of the Standing  
46 Rules.

47 **Grievance:** A grievance was received in March, but since it was anonymous, no action  
48 could be taken.

49 **Membership:** ASAC received a national award from AARP for the driver safety  
50 program. Out of 18,000 facilities which host this program, only 100 awards were presented.  
51 ASAC received the only award given in Alaska. The Board directed the Interim Chief  
52 Administrator to identify a staff member to write a news release publicizing this award; Tony has  
53 written the release

54 **Policies and Procedures:** Once the necessary changes are made to the Standing Rules,  
55 Bud will recommend eliminating this committee.

56 **Facilities and Equipment –** The ham radio antenna is still not connected, but MOA is working  
57 with ASAC on it. Karen directed this Committee to work with MOA to determine what might be  
58 expected of ASAC in a community-wide emergency. Gordon will work with Sid on this.

59 **COMMITTEE REPORTS: AD HOC COMMITTEES**

60 **Legislative /Assembly Contact Committee:** At this point, it is still not clear whether any ASAC  
61 requests for funding were received from the Legislature; Gordon will report on this next month.

62 **Reaccreditation:** With Holly Well's illness, Karen has taken charge of the reaccreditation  
63 materials. She reiterated that ASAC needs help from MOA with this project. Marie Lavigne of  
64 MOA stated that there are 2-3 interns from UAA who will be placed with MOA DHHS in the  
65 fall and there may be one of these who would be interested in senior issues who would be willing  
66 to help. These are graduate students who have completed their courses but need to finish a  
67 practicum.

68 **Honoring Mary Louise Smith's Endowment Fund Donation:** Karen, Bill Mans and Keith  
69 Green have been in touch with the estate executor and Mary Louise's step-daughter, and they  
70 have agreed to have a public announcement of the gift. The mayor is involved in a potential  
71 ceremony honoring this bequest, tentatively in late August. In addition, Mary Louise's former  
72 students would be invited to join in honoring her and recognizing her achievements. Both the  
73 Senior Voice and the Borealis need information for an article on this prior to July 10.

74 **INTERIM CHIEF ADMINISTRATOR REPORT**

75 Mary Shields, in her short time at the Center, has put together a schedule for May and June  
76 events. She will attend the Chamber of Commerce meeting for a membership drive, and is  
77 looking to write to companies and individuals who might make donations or become ASAC  
78 members. Additionally she is first working on staff job descriptions, since many of the staff  
79 duties have changed in the past few years.

80 **OLD BUSINESS**

81 **Search for Chief Administrator:** will be covered in Executive Session of the Board.

82 **BOD Thank-you notes to donors and/or volunteers:** a thank you card was sent to Carole and  
83 Jim Bosch for their many contributions to ASAC, including working with staff to remove gravel  
84 from the driveways and paths.

85 **GUEST COMMENTS**

86 **Municipality of Anchorage:** Marie Lavigne, MOA representative, reported that the Medicare  
87 counseling grants are moving forward. Ken Takakuwa will be leaving MOA on June 13 and will  
88 be replaced by Tari O'Connor in July.

89 Marie also complimented ASAC on the very successful kick-off to the Older American  
90 month celebration which was held at ASAC on May 2. She received many comments praising  
91 the quality and preparation of food items, and the pride in their work of ASAC staff. Mary  
92 Shields was directed to write a memo noting this to distribute to ASAC staff.

93 **Adjournment:**

94 *At 1:40 PM, following the Executive Session, Tony moved and Don seconded adjournment;*  
95 *this motion passed unanimously.*

96 Minutes Submitted by:

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Anthony Barrett, Secretary

100	<b>Board Meeting Dates for 2014:</b>	June 18	July 9	August 13	
101		Sept 10	Oct 8	Nov 12	Dec 10