

ANCHORAGE SENIOR ACTIVITY CENTER  
ANCHOR-AGE CENTER, Inc.  
Board of Directors Meeting  
July 9, 2014

**Call to Order – Quorum:**

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

Recording Secretary: Eileen (Nicky) Nickoloff

Endowment Trust Representative: Keith Green

Municipality Representative: Marie Lavigne

Staff Attendees: Mary E. Shields, Interim Chief Administrator; Carmen Montano, Health & Wellness Coordinator

Guests: none

The meeting was called to order by Karen Hunt, President, on 7/9/14 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:** The agenda was accepted by voice vote.

**Minutes from Prior Meeting:** *The motion to approve the minutes from the 6/18/14 meeting was made by Gary, seconded by Gordon and approved unanimously.*

**Municipality of Anchorage:** Marie Lavigne, MOA representative, reported that there are several new hires at the MOA, including a new Division Director, Tari O'Connor, who will hopefully be able to attend the next Board meeting. There will be a formal opening of the Chugach Senior Center on July 30 from 2-4 PM; Tony, Kris and Bud plan to attend. The ADRC grant, which pays for Medicare program funding at ASAC, has made a second payment to the Center of \$99,861, which represents a 10% increase.

**COMMITTEE REPORTS: STANDING COMMITTEES**

**Endowment** – Keith Green reported that the Endowment Fund has reached \$4,015,051, an increase of 4.3% year to date.

There is some confusion over a donation from Davis Construction to the Endowment Fund, which specifies funds be used in the “area of greatest need”. Since this is the operating budget, Gordon suggested that Mary and the new General Manager (when chosen) write to Davis Construction to clarify their intentions.

There appears to be continuing confusion by the IRS with our status as a non-profit; this has arisen in respect to a donation by the Fidelity Charitable account. Mary will resolve this issue.

**Executive** – The Board will meet in Executive Session at the end of the open Board meeting today. Additionally, the Board will meet tomorrow to begin review of the approximately 20 applications for the General Manager position which have been received. Their plan is to have introductions and finalist interviews by the time of the next Board meeting.

**Finance** (Don Simmons) – There was a significant, but not unexpected, drop in net income from April to May, due to several one-time expenses. *Don moved and Betty seconded approval of May financials; approval was unanimous.*

41           **Fundraising** – a mail solicitation for donations will be sent out this week to current  
42 annual and lifetime members. A cost vs. effect study will be performed on the results.

43           **Operations** (Bud) – Bud sent out copies of the revised Standing Rules to all Board members for  
44 final review; policies are included in the Standing Rules. The fee schedule is an attachment; the  
45 Board may want to raise some of these fees, such as the locker rental ones. The question of  
46 whether forms should be approved by the Board, or whether the Board should simply review  
47 forms suggested by Management, was not resolved. Gordon requested that the date of change be  
48 listed at the bottom of all new or revised forms.

49           **Standing Rules Article XI, Grievances: *approval of the revised changes to this policy,***  
50 ***including the attached form, was moved by Tonja, seconded by Betty, and unanimously***  
51 ***approved.***

52           **Membership** (Tony) – there will be four vacancies on the Board of Directors; at this time, Tony  
53 does not know who may have applied for these positions. Even if there are only 4 applicants, an  
54 election will probably be held as a trial of the new procedures.

55           The Members First campaign will be started in October. There will be a 2-page spread in  
56 the Borealis about this.

57           **Facilities and Equipment** – The ham radio antenna is now connected. If monies are available, a  
58 study has shown that it would be more economical to purchase our own carpet cleaning  
59 equipment rather than continue to rent as needed. Gordon requested an estimate of the cost to  
60 upgrade the Women’s bathroom by the Arctic Rose restaurant, which has some odor problems.  
61 Sid will check if the proper maintenance requests have been submitted.

62           A van is also needed for Kids Corps deliveries. Tony has developed functional  
63 specifications for what is needed, as the current van does not meet our needs and is very fuel  
64 inefficient. Tony is seeking volunteers to assist with soliciting donations for this van, and this  
65 item will be back on the August Board meeting agenda. There are possibilities for grants from  
66 the Rasmuson foundation and also Ronald McDonald foundation.

67           **COMMITTEE REPORTS: AD HOC COMMITTEES**

68           **Reaccreditation:** Gordon has written a brief explanation of the current status of this process for  
69 the General Manager applicant packet. An institution-wide self-evaluation is required. A  
70 number of actions already undertaken by the Board have contributed to this process (updating  
71 Bylaws, Standing Rules, staff evaluations and reviews, etc.).

72           **Honoring Mary Louise Smith’s Endowment Fund Donation:** There will be a ceremony to  
73 honor Mary Louise Smith’s donation to ASAC on August 27, held at the Center. The Center’s  
74 program coordinator is finalizing arrangements for this event. Social hour will be cancelled on  
75 that day.

76           **INTERIM CHIEF ADMINISTRATOR REPORT**

77           Mary Shields reported that she, Carmen, Julie and Jo Fisher from the Dept of Health have been  
78 working on the application for a Federal fall prevention grant for the past few weeks, which  
79 could bring in up to \$200,000/year. Parts of the Tai Chi program and other exercise programs  
80 across the state might be covered. If received, the program is funded for two years.

81           Mary is working with Karen on an Employee Handbook.

82 Volunteers from HSE, LLC, which is a safety professional firm, will write a safety  
83 manual for the Center.

84 Work continues on cleaning up the Center. There are boxes outside the craft room, lining  
85 the back hallway. Sid was asked to see if storage areas could be better utilized to include these  
86 materials.

87 **OLD BUSINESS**

88 **Contractual Obligations:** income from use of our gaming license (bingo) goes to this fund, and  
89 it currently contains \$12,700 from this source, plus other budgeted funds.

90 **BOD Thank-you notes to donors and/or volunteers:** thank you cards were sent to Jo Fisher  
91 and Lynn Duncan.

92 **Members First:** staff is working on posters and scrip for checking membership status.

93 **BOD Fundraising:** solicitation letters are being sent to those in the non-active database, as well  
94 as to members. Don Simmons proposed having a very exclusive wine-tasting at his home; Board  
95 members were asked to recommend a list of invitees.

96 **NEW BUSINESS**

97 **Advisory Council Appointment:** There is a vacancy on the Advisory Council due to Jeanne  
98 Edwards' resignation. *Gary moved to appoint Pete Peterson; seconded by Betty and approved*  
99 *with one abstention.*

100 **Ad hoc Committee: Getting Anchorage Senior's Share (GASS):** in order to influence funding  
101 from the legislature, a lobbying approach, rather than letter writing, was proposed. *Gordon*  
102 *proposed and Tony seconded this proposal from the Ad Hoc Committee, with the stipulation*  
103 *that this approval is for a period of two years; this was approved unanimously.*

104 **Lobby Improvements:** Tony presented a schematic of the lobby, which is not to scale, and  
105 asked the Board to comment on functional improvements that could be made. Don and Karen  
106 will contact several interior designers to see if we can get any to provide some *pro bono*  
107 recommendations.

108 The current log-in system is failing and will probably not last for the time it would take to  
109 apply for a Rasmuson grant. *Bud moved, and Don seconded, to approve the funds to allow*  
110 *Mary to proceed with replacement of this system as soon as possible; this was approved*  
111 *unanimously.*

112 **Adjournment:**

113 *At 12:30 PM, Tony moved and Don seconded adjournment; this motion passed unanimously.*

114 Following adjournment, the Board met in Executive Session to discuss the proposed General  
115 Manager employment contract.

116 Minutes Submitted by:

117 Anthony Barrett, Secretary  
118 (per Recording Secretary)

119 **Board Meeting Dates for 2014:**

120 Aug 13      Sept 10      Oct 8      Nov 12      Dec 10