

ANCHORAGE SENIOR ACTIVITY CENTER  
ANCHOR-AGE CENTER, Inc.  
Board of Directors Meeting  
August 13, 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 (telephonically); Gary Wells; Tonja Woelber; Don Simmons; Betty Hendrickson  
Recording Secretary: Eileen (Nicky) Nickoloff  
Endowment Trust Representative: Keith Green not present  
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 8/13/14 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, with the addition of “Ratification and prioritization of capital needs” added under New Business.

**Minutes from Prior Meeting:** *The motion to approve the minutes from the 7/9/14 meeting was made by Kris, seconded by Gordon and approved unanimously.*

**Municipality of Anchorage:** Marie Lavigne, MOA representative, reported that there are several personnel changes at DHHS: Melinda Freemon will replace Janet Vietmeir as DHHS Director. Steve Ashman will oversee senior services, which will move to the Division of Public Health Initiative and Partnerships.

The ADA Commission meets today with the Assembly, addressing ten priorities including public transportation accessibility which has been important to seniors.

The Chamber of Commerce fall magazine will be devoted to seniors and senior issues. Senior Services is looking for ways to utilize senior volunteers to promote literacy and story telling in the new WIC family waiting areas at 9<sup>th</sup> and L Street.

There are free immunizations during August at the DHHS Clinic, 825 L Street, 1<sup>st</sup> floor, limited to available supply.

**COMMITTEE REPORTS: STANDING COMMITTEES**

**Endowment** – Keith Green was not present; there is no report.

**Executive** – The Board will meet in Executive Session at the end of the open Board meeting today, to discuss personnel matters.

**Finance** (Kris Warren) – Center finances are still positive in June. *Gordon moved and Bud seconded approval of June financials; approval was unanimous.*

ASAC has been awarded the Kids Corps contract for another year, with options to renew for two additional years. This contract provides a significant portion of ASAC revenue and helps to support many of the Center’s other services.

41 There has been an ongoing problem for some time in that IRS maintains a list of local  
42 organizations which are considered charitable organizations to which donations made are  
43 deductible, and ASAC does not appear on the IRS webpage. IRS has been less than responsive to  
44 ASAC requests to correct this error, and both Senators Begich and Murkowski have been asked  
45 for assistance. There is no doubt that ASAC is a 501(C)(3) organization, and ASAC has  
46 documents verifying this tax status. The issue is to get the IRS to include ASAC on its webpage.

47 **Fundraising** (Betty) – a mail solicitation for donations was sent out to current annual and  
48 lifetime members. While complete results are not known, a total of approximately \$7,000 has  
49 been received to date.

50 **Operations** (Bud) – The revised Standing Rules, with forms attached, were sent to all Board  
51 members for final review. It was determined that changing a form does not require amending the  
52 Standing Rules. *A motion to adopt the revised Standing Rules and forms attached was made*  
53 *by Bud, seconded by Betty, and accepted unanimously.*

54 **Membership** (Tony) – there are six candidates for the four upcoming Board vacancies; 3 of  
55 these are for 3 years and 1 is for 1 year. Ballots will be mailed by August 29 and must be  
56 returned by September 29. Results will be announced at the membership meeting on October 7.

57 There was a contest among staff members for the best signage and scripts for the  
58 Members First campaign, which will be introduced October 1. DeAnna won for best signage and  
59 Colby, Nila and Julie won for submitting winning scripts.

60 **Facilities and Equipment** (Sid) – meeting minutes will be sent to all Board members and  
61 General Manager in the future. With the renewal of the Kids Corps contract, a new van for food  
62 deliveries is very high priority. Don and Bud requested approval from the Board to send a letter  
63 to fleet managers; a draft was proposed and comments made.

#### 64 **COMMITTEE REPORTS: AD HOC COMMITTEES**

65 **Reaccreditation:** Gordon has written a brief explanation of the current status of this process for  
66 the General Manager applicant packet; in it, he suggested a “6 month completion” deadline.  
67 This led to some confusion and further discussion clarified that it was unrealistic to expect work  
68 on this project to begin before January, when it will be a Board agenda item. The Finance  
69 Committee was requested to look into the possibility of obtaining funds for additional aid with  
70 this project (coordinator, clerical help, etc.).

71 **Honoring Mary Louise Smith’s Endowment Fund Donation:** There will be a ceremony to  
72 honor Mary Louise Smith’s donation to ASAC on August 27 at 11 AM held at the Center. Board  
73 members are urged to attend.

74 **Fall Prevention:** Carmen Montano announced the 3<sup>rd</sup> Annual Fall Prevention seminar, to be held  
75 at the Center on September 23, starting at 11 AM.

#### 76 **INTERIM CHIEF ADMINISTRATOR REPORT**

77 Mary Shields reminded the BOD that she had earlier e-mailed each director a copy of the  
78 proposed completely revised staff handbook, and had requested questions and comments. After  
79 brief discussion, Mary asked that the BOD adopt the new staff handbook to replace the current  
80 personnel manual. *A motion to adopt the revised staff handbook was made by Gordon,*  
81 *seconded by Tony, and approved with one objection.*

82 Volunteers from HSE, LLC, which is a safety professional firm, will write a safety  
83 manual for the Center. The volunteers will get both public acknowledgement and a lifetime  
84 membership to the senior center.

85 **OLD BUSINESS**

86 **BOD Fundraising:** letters soliciting donations have been sent to inactive members; Gordon is  
87 working on a letter requesting sponsorships. Don Simmons reminded everyone to invite guests to  
88 the wine tasting fundraiser he is sponsoring at his home on September 11, 2014.

89 **BOD Thank-you notes to donors and/or volunteers:** a thank you card was sent to James  
90 Crewdon, who made a generous donation to ASAC from his parent's estate.

91 **NEW BUSINESS**

92 **Ratification and prioritization of capital needs:** after 30 years of operation, the Center is in  
93 need of a number of capital improvements to assure its continuing safe and successful operation.  
94 Most of the improvements suggested are documented in a detailed needs assessment conducted  
95 earlier by the firm USKH. Requests were divided into Priority 1 (safety, security and heating  
96 system improvement), Priority 2 (building improvements) and Priority 3 (maintenance and  
97 storage). The 2014 prioritized list, culled from this engineering study, will be forwarded to the  
98 MOA asking that this list of the Center's capital requests be included in MOA's 2015  
99 appropriation request to the legislature next session. *Gordon moved to accept this list, seconded  
100 by Maria and approved unanimously.*

101 **Lobby Improvements:** Some changes have been made but *a motion was made by Tonja,  
102 seconded by Gordon and approved unanimously, to table this discussion until the September  
103 Board meeting.*

104 **Adjournment:**

105 *At 12:05 PM, Gordon moved and Betty seconded adjournment; this motion passed  
106 unanimously.*

107 Following adjournment, the Board met in Executive Session to discuss personnel matters.

108 Minutes Submitted by:

109  
110  
111 \_\_\_\_\_  
112 Anthony Barrett, Secretary  
113 (per Recording Secretary)

114  
115  
116 **Board Meeting Dates for 2014:**    Sept 10            Oct 8            Nov 12            Dec 10