

ANCHORAGE SENIOR ACTIVITY CENTER  
ANCHOR-AGE CENTER, Inc.  
Board of Directors Meeting  
October 8, 2014

**Call to Order – Quorum:**

Board Members Present: Bud Irwin (Vice-President); Tony Barrett (Secretary); Kris Warren (Treasurer); Gordon Glaser; Maria James; Gary Wells (telephonically); Theresa Hoffmann  
Board Members Excused: Karen Hunt (President); Betty Hendrickson; Nancy Groszek

Board Members Absent: Sid Atwood

Recording Secretary: Eileen (Nicky) Nickoloff

Endowment Trust Representative: Keith Green was not present

Municipality Representative: Marie Lavigne not present

Staff Attendees: Rebecca Parker, General Manager; Carmen Montano, Health & Wellness Coordinator

Guests: Don Simmons; Mary E. Shields, Interim Chief Administrator; Nathan Nall, DHHS intern

**Swearing in of new Board members:** All new Board members signed the oath of office, as well as ethics and conflict of interest statements prior to this meeting. Thanks and a plaque were given to Don Simmons as well as one prepared for Tonja Woelber, in appreciation of their service to the Board.

The meeting was called to order by Bud Irwin, Vice-President, on 10/8/14 at 10:06 AM after it was determined that a quorum was present and business could be conducted.

**Introductions:** A roll call was taken by the secretary.

**Municipality of Anchorage:** Nathan Nall took notes for Marie Lavigne, who could not attend. The Senior Health Care Forum was held at the Loussac library on September 24. Topics discussed included transportation, super-utilizers of Emergency Departments, and Medicare coverage. It was commented that AnchorRides were not included as a panelist at this session; they had made a presentation to the Senior Commission earlier in the year. Also, only written comments were accepted from the audience.

**Agenda:** *Approval of an amended agenda was made by Gordon, seconded by Tony and accepted unanimously, with the addition of thanks to outgoing BOD members and Veterans programs.*

**Minutes from Prior Meeting:** *The motion to approve the minutes from the 9/10/14 meeting was made by Kris, seconded by Gordon and approved unanimously.*

**COMMITTEE REPORTS: STANDING COMMITTEES**

**Endowment** – no report.

**Executive** – The Board met in Executive session to discuss the annual meeting; no motions or resolutions were adopted.

Election results were as follows: Gordon Glaser was re-elected to a 3-year term and Gary Wells was re-elected to a 1-year term. Two new Board members, Theresa Hoffman and Nancy Groszek were elected to 3-year terms.

*It was moved by Gordon and seconded by Tony that Karen Hunt be re-elected by the Board for another year as President, and Kris Warren be re-elected for another year as Treasurer. Approval was unanimous.*

*Gordon proposed and Tony seconded deferring elections for Board Secretary and Board Vice-President until the next meeting. This motion was unanimously approved. Current*

42 incumbents of these positions (Tony Barrett and Bud Irwin respectively) have termed-out. The  
43 current volunteer Recording Secretary (Nicky Nickoloff) will continue to prepare the minutes  
44 until a Secretary is elected.

45 **Finance/Fundraising** (Kris Warren) – Center finances were still positive in August, and show a  
46 positive balance for the year to date. *Kris moved and Gordon seconded approval of August*  
47 *financials; approval was unanimous.* Budget revisions have been incorporated into the  
48 financial statements.

49 Gordon reviewed historic staffing at ASAC, and reminded old and new Board members  
50 that ASAC is below optimal staffing.

51 Kris met with local IRS officials concerning the problem of ASAC not being listed as  
52 tax-exempt on their website. He also contacted the Cincinnati office of IRS, which asked for a  
53 letter outlining the problem; Kris will send this to them.

54 *Kris moved and Tony seconded that the Board approve the 990 tax return for 2013,*  
55 *which has been reviewed by the BOD. This was approved unanimously.*

56 **Fundraising:** a suggestion was made to hold a poker tournament at the Center (possibly  
57 during Fur Rondy). Rebecca will investigate whether this type of activity is allowed under the  
58 Center’s gaming permit.

59 As previously discussed, sale of Fur Rondy pins need a person to take responsibility for  
60 this function, and Fritz Pellum has graciously agreed. However, there is a question of whether  
61 we should attempt full staffing of sales at Fred Meyer stores (assuming they give us permission  
62 for this year), or just sell pins at the Center. Kris will work with Fritz on the scope of this action.

63 The BOD was asked to purchase and help sell raffle tickets.

64 In order to qualify for grants, all members of the BOD must make financial donations to  
65 the ASAC. This includes donations of food or other items but these must be documented.  
66 Receipts should be submitted to Sue. Rebecca requested that fund development be discussed at  
67 the next Finance committee meeting.

68 The change in management at the ASAC requires addition of the new General Manager  
69 to be an approved signer of various financial accounts. *Gordon moved and Kris seconded, with*  
70 *unanimous approval, that Resolution No. 2014-001 of the Anchor-Age Center, Inc. adding*  
71 *Rebecca Parker, the new General Manager for Anchorage Senior Activity Center, to the*  
72 *signature card for the gaming account, business savings account and business interest*  
73 *checking account at the Northrim Bank be approved.*

74 **Operations** (Bud) – Bud proposed an amendment to the Standing Rules Article VII stating that  
75 the budget must be completed and presented to the BOD for formal approval at their September  
76 meeting. Bud acknowledged this is an unrealistic timeline and requested that it be changed to  
77 “presented to Board in November and voted on in December”. *Kris proposed this change be*  
78 *made, Gordon seconded, and it was approved unanimously.*

79 The chairmanship of the Communications/Marketing committee remains vacant.

80 **Membership** (Tony) – signage is in place for the Members Benefits program and scripts  
81 are being reframed to be more inclusive. Cards for use by staff will be prepared in Korean and  
82 Spanish explaining the need for both membership in ASAC and those functions for which extra  
83 charges are assessed, such as Fitness. “Members Only” placards will not be used in the main  
84 lobby or card playing areas, or the restaurant.

85 **Facilities and Equipment** (Tony, in Sid's absence) – the Committee is focused on defining the  
86 requirements for a Kid Corps vehicle. One of these is that the vehicle chosen fit in the Center's  
87 garage.

88 **COMMITTEE REPORTS: AD HOC COMMITTEES**

89 **Reaccreditation:** work on this project will re-start in January. Quite a bit of work has already  
90 been done. Board members should participate in the various Committees that will be required.  
91 Gordon asked for consideration of a part-time paid position to coordinate this complex  
92 document.

93 **Legislative activities:** Gordon Glaser is still working on a date for a buffet lunch with Rep. Les  
94 Gara and Senator Ellis to discuss legislation benefiting the Center. He is also trying to set up a  
95 meeting with Senator Kevin Meyer.

96 **GENERAL MANAGER'S REPORT**

97 As of yesterday, \$15,000 has been raised by the book sale. Rebecca will be meeting with MOA,  
98 concerning the need of the Center to be included in the MOA budget. She has hired a new  
99 accountant (Stephanie Rose) to replace Robin Stouch, who is moving Outside. She has been  
100 meeting with staff, as well as key stakeholders from both MOA and the State.

101 **OLD BUSINESS**

102 **BOD Fundraising:** \$3,000 was raised at the wine tasting reception at the home of Don  
103 Simmons.

104 **BOD Thank-you notes to donors and/or volunteers:** note sent to Kirsten Scharber for all her  
105 volunteer efforts.

106 **Other:** a PayPal account has been set up. The Finance committee was requested to discuss  
107 current and potential future logos on the ASAC website.

108 **NEW BUSINESS**

109 **Lobby Improvements:** still tabled.

110 **Veterans Programs:** Maria distributed several flyers and posters that were prepared for  
111 programs that will be presented during Veterans week (November 10-14). The Center will be  
112 closed on November 11 in observance of Veterans Day.

113 **Adjournment:**

114 *At 12:15 PM, Tony moved and Gordon seconded adjournment; this motion passed*  
115 *unanimously.*

116 Minutes Submitted by:

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120 Anthony Barrett, Secretary  
121 (per Recording Secretary)

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**Board Meeting Dates for 2014:** Nov 12 Dec 10