

ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.
Board of Directors Meeting
December 10, 2014

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2 **Call to Order – Quorum:**
3 Board Members Present: Karen Hunt (President); Nancy Groszek (Vice-President); Theresa
4 Hoffmann (Secretary, telephonically); Kris Warren (Treasurer); Maria James; Gary Wells; Tony
5 Barrett; Gordon Glaser; Bud Irwin; Betty Hendrickson; Sid Atwood
6 Recording Secretary: Eileen (Nicky) Nickoloff
7 Endowment Trust Representative: Keith Green; Matt Blattmachr
8 Municipality Representative: Marie Lavigne
9 Staff Attendees: Rebecca Parker, General Manager; Carmen Montano, Health and Wellness
10 Coordinator
11 Guests: Nathan Nall, DHHS intern; Tammy Brown, UAA practicum student
12 The meeting was called to order by Karen Hunt, President, on 12/10/14 at 10:04 AM after it was
13 determined that a quorum was present and business could be conducted.

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

15 **GUEST COMMENTS:**

16 **Municipality of Anchorage:** Marie Lavigne will be leaving her position with MOA on 1/2/15.
17 She reported that the ASAC contract, which in year 2 is a professional services amendment with
18 level funding, was up for final approval. She also reported that the ASAC Medicare office is the
19 busiest in the state and is a great service to the community.

20 There will be an Elder and Senior listening session tomorrow at ASAC. This is a facilitated
21 conversation dealing with issues of quality of life, nutrition and lifestyles of seniors.

22 **Agenda:** *Approval of the agenda, with “Newsletter” added under New Business by Nancy, was*
23 *unanimous.*

24 **Minutes from Prior Meeting:** Several changes were made to the draft minutes from the
25 11/12/14 meeting. Gary was here in person, not telephonically. It was noted by Nancy that the
26 scheduled 11/11/15 BOD meeting was on Veterans Day, and the date was changed to 11/18.
27 Additionally, it was requested that a comment be added that if the scheduled date of a BOD
28 meeting falls on a holiday, the meeting will be rescheduled to the following Wednesday. *The*
29 *motion to approve the minutes with changes as noted was unanimous.* Since the secretary,
30 Theresa Hoffmann, is out of town, the past secretary, Tony Barrett will sign these minutes.

31 **COMMITTEE REPORTS: STANDING COMMITTEES**

32 **Endowment** – Keith Green introduced Matt Blattmachr, the new Chairman of the Endowment
33 Fund; Keith will serve as Vice-Chairman. As of the end of November, the fund was over 4
34 million dollars and the full allocation to ASAC of 3% of the weighted average of the corpus of
35 the trust over 5 years was approved. *Keith recommended appointment of Tonja Woelber, a*
36 *former BOD member, to replace a vacancy on the Endowment Board. This was moved by*
37 *Gordon, seconded by Kris and approved unanimously.*

38 **Executive** – Karen and the Executive Committee have discussed potential Bylaw changes
39 unlocking the time of year for the annual meeting and also for when Board officers are elected.
40 After polling Board member’s calendars, Karen will try to schedule a Board workshop on a
41 Saturday afternoon during the first half of January. A similar workshop was held last year and
42 Board members found it very helpful.

43 Karen has recommended that much of the Board materials be delivered electronically only.
44 These will be sent out no later than the Friday before the BOD meeting, and members will be
45 responsible for reading, understanding and printing as necessary. Theresa expressed her concern
46 that old versions of software might not be able to open some newer formats.

47 Karen and other Board members have met with the assembly and specific legislators, and all
48 advise that there may be limited capital budget funds for 2015 due to low oil prices. It has been
49 suggested that projects with matching funds (federal, corporate or foundation) may have a
50 greater chance in success for funding. It may be necessary to send a Board member to Juneau
51 for lobbying activities on behalf of the ASAC.

52 Karen stressed once again to both new and old Board members that they should not interfere
53 in staff relations or personnel matters, nor should they intercede unilaterally with staff concerns.
54 The proper way to deal with any staff issues is to discuss with the General Manager, Rebecca
55 Parker.

56 **Finance/Fundraising** (Kris Warren) – There was not a quorum at this month’s Finance meeting,
57 so no official business could be conducted and the October financial statement is not complete.
58 Many unsold tickets remain for the holiday raffle and Board members were urged to try to sell
59 more of these. The Noel Bazaar brought in over \$8,000

60 **IRS Tax Deductible Status** –Thanks to much work by Kris and Karen, the IRS website has
61 been updated to reflect ASAC’s tax-exempt status.

62 **2015 Operating Budget:** There was further discussion of the proposed 2015 operating
63 budget, introduced at last month’s BPD meeting. *Kris proposed and Nancy seconded approval*
64 *of this budget, which was unanimously approved.*

65 **MOA contract for 2015:** The ASAC currently is in the second year of a 3 year contract with
66 the MOA, which operates from year to year. This is the end of the first year of the contract. *Kris*
67 *proposed and Gordon seconded that the Board exercise the contract renewal option between*
68 *Anchor-Age Inc and the MOA; this was approved unanimously and ASAC will receive \$522K*
69 *from the municipality.* Discussions of changes may be necessary in the future, since the monies
70 from this contract are now totally dedicated to staff salaries and utilities and several staff
71 positions were changed during 2014. Additionally, ASAC can make revisions to the scope of
72 services provided and may want to review these before the next contract approval; some of these
73 may come up as reaccreditation activities proceed.

74 **Rondy pins:** volunteers could not be found to man the Fred Meyer’s stores so Rondy pins
75 will be sold only at select events and times at the Center.

76 Rebecca reported that ASAC has been chosen by the Anchorage Chamber of Commerce as
77 their Charity of the Year.

78 *Kris proposed and Gordon seconded selection of Foster & Co (Wasilla) to conduct the*
79 *annual audit of Anchor-Age Inc, subject to negotiations about price. Approval was*
80 *unanimous.*

81 **Operations** (Bud) - The chairmanship of the Communications/Marketing committee remains
82 vacant.

83 **Bylaws:** Bud proposed several changes to the Bylaws Articles IV, V, VI, and VII, which
84 would be reviewed by the membership over the next month and then brought back to the Board.

85 There was considerable discussion over a suggestion that nominees for the Board be required to
86 have certain qualifications, which might include access to computer e-mail. There was concern
87 that some members of ASAC might be disenfranchised by this. Some changes were suggested,
88 including punctuation ones by Nancy. ***Bud moved and Nancy seconded that the changes***
89 ***proposed for the Bylaws be put out for member review; approval was unanimous.*** These will
90 be posted online and on the bulletin board behind the reception desk.

91 **Membership** (Tony) – requested a month’s delay in his explanation to the Board as to how
92 membership information is collected, so that Julie (ASAC staff) might be present. The regular
93 membership meeting will be changed from the 3rd Thursday of the month to the 2nd Thursday,
94 starting in February.

95 **Facilities and Equipment** (Sid): Sid announced he has completed the class which interfered
96 with his attendance at Board meetings.

97 **COMMITTEE REPORTS: AD HOC COMMITTEES**

98 **Reaccreditation:** work on this project will re-start in January, with efforts being made by the
99 two MOA interns, ASAC staff, and Board members.

100 **GENERAL MANAGER’S REPORT**

101 A full General Manager’s report was handed out at the Board Meeting and sent previously to
102 Board members; the following is a summary. Karen and Becky will be meeting with the
103 Rasmuson foundation today to present ASAC’s priority list and explore possible grants.

104 Rachel Altho has been hired as communications and development manager. She has an
105 extensive background in social media, public relations, communications, graphic design and
106 film, including website experience.

107 New Hewlett-Packard small computers were purchased at a significant discount, with 4x the
108 RAM of the old ones.

109 Gordon requested a diabetic food option for the Holiday dinner, but it was felt that there were
110 enough suitable items on the menu to fulfill this function.

111 **OLD BUSINESS**

112 **BOD Fundraising:** Gordon’s sponsorship ad hoc committee has been dissolved. ASAC is still
113 looking for donations towards the new Kid Corps van.

114 **BOD Thank-you notes to donors and/or volunteers:** notes sent to Peggy Hackett, Arliss
115 Sturgulewski and Bill Mann for donating the new salad bar as their thanks to Cathy Lee; to
116 Dena’ina Center for donating a Canon copier; to Pamela Clemmer (Noel Bazaar greeter) and to
117 Keith Green for service as Chair of the Endowment Trust.

118 **NEW BUSINESS**

119 **Lobby Improvements:** still tabled.

120 **Newsletter:** the addition of this item to New Business, made by Nancy as an agenda change, was
121 withdrawn.

122 **Policy on gifts:** Becky prepared a detailed proposal for this policy. Not all gifts are appropriate,
123 and handling of these items, as well as “naming” and thanks were considered. The proposed
124 guidelines can serve as an umbrella policy, but there were a number of concerns, and Becky was

125 asked to make revisions, to be presented at the February BOD meeting. It was noted that this
126 policy will not apply to the Endowment Trust.

127 **4th Annual Brain Olympics** will be held at ASAC on January 15, 2015. There will be a fee of
128 \$5.00 for ASAC members and \$10,00 for non-members, to include lunch.

129 **Change to staff handbook:** Becky proposed an amendment to the staff handbook, section 10.4,
130 re bullying in the workplace. **Nancy proposed and Maria seconded adoption of this change;**
131 **approval was unanimous.**

132 **Records Retention Policy:** Bud suggested that a policy be drafted on records retention and
133 destruction guidelines. Becky will check with staff to be inclusive. Additionally there is a need
134 to address shredding of sensitive documents or those containing confidential information.

135 **Adjournment:**

136 *At 12:35 PM, Nancy moved and Bud seconded adjournment; this motion passed unanimously.*

Minutes Submitted by:

Theresa Hoffmann, Secretary
(per Recording Secretary)

Board Meeting Dates for 2015:	1/14	2/11	3/11	4/8
	5/13	6/10	7/8	8/12
	9/9	10/14	11/18*	12/9

*Please note that if meeting date falls on a holiday, meeting will be the following Wednesday