

ANCHORAGE SENIOR ACTIVITY CENTER  
ANCHOR-AGE CENTER, Inc.  
Board of Directors Meeting  
May 13, 2015

1 **Call to Order – Quorum:**

2 Board Members Present: Karen Hunt (President); Nancy Groszek (Vice-President); Theresa  
3 Hoffmann (Secretary); Kris Warren (Treasurer); Maria James; Tony Barrett; Gordon Glaser; Bud  
4 Irwin; Betty Hendrickson; Gary Wells (via phone); Members excused: Sid Atwood  
5 Recording Secretary: Mary E. Shields  
6 Endowment Trust Representative: Keith Greene  
7 Municipality Representative: Karla Wright (ADRC) sitting in for David Levy  
8 Staff Attendees: Rebecca Parker, General Manager; Carmen Montano, Health & Wellness  
9 Coordinator; Jane Russell, Volunteer Coordinator  
10 Guests: Nathan Nall, DHHS intern; Rebecca Mahaney

11  
12 The meeting was called to order by Karen Hunt, President, on 05/13/15 at 10:03 AM after it was  
13 determined that a quorum was present and business could be conducted.

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

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17 **Agenda:** *Approval of the agenda with no changes was unanimous.*

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19 **Minutes from Prior Meeting:** *Nancy Groszek moved and Kris Warren seconded approval of*  
20 *the BOD minutes from 04/08/2015; approval was unanimous.*

21  
22 **COMMITTEE REPORTS: STANDING COMMITTEES**

23 **Endowment** – Keith Greene, from the Endowment Fund, reported that at the end of April, the  
24 endowment fund had reached approximately 4.124 million dollars. Adjustments have been made  
25 to the investment mix as the stock market changes and these will be further reviewed in May.  
26 Keith G. stated that the second payment of \$54,937. would be made in July. Donations have  
27 been minimal and Matt Blattmachr will be “firing up” the Endowment fundraising coordinator.  
28 Keith G. and Rebecca Parker will be working on the Legacy Society and other donor recognition  
29 programs. There will be a Trustees meeting on 05/14/15 which Rebecca P. will be attending.  
30 Matt B. had sent the monthly endowment report to the BOD as was requested in the April  
31 meeting.

32  
33 **GUEST COMMENTS:**

34 Rebecca P. introduced Jane Russell, ASAC’s new Volunteer Coordinator.

35  
36 **Executive (Karen Hunt)** – President Hunt stated that the Reaccreditation materials had been  
37 mailed. Rebecca P. then presented Nathan Nall with a plaque, a letter of thanks, a letter of  
38 recommendation and a gift card in appreciation for all the work done in preparing the 4” filled  
39 binder report. Similar items have been prepared for Kaylie Helvie who was unable to attend. A  
40 copy of the Reaccreditation request has been placed on a protected drive. ***Bud Irwin moved,***  
41 ***seconded by Nancy G., that the Reaccreditation materials be ratified by the Board. Upon vote***  
42 ***taken the motion carried unanimously.***

43

44 President Hunt addressed the new Board of Directors Election Manual and thanked Tony  
45 Barrett for getting it completed. *It was moved by Betty Hendrickson, seconded by Theresa*  
46 *Hoffmann that the Manual be adopted. Motion carried unanimously.* Theresa H. stated that  
47 Tony B. has volunteered to assist her in running the election.

48  
49 **Finance/Fundraising (Kris Warren)**

50 **March financial report:** Kris W. directed the Board to notes taken during the Finance  
51 meeting held with Sue Riehle. The necessary changes were made; there was a small loss of  
52 \$3,000. which should be resolved by income flowing from the Signature Event. Rebecca  
53 Mahaney was introduced as a new member of the Finance Committee. She gave her background  
54 and announced her intention to run for the Board. Karen Foster has performed the audit of the  
55 financial statement. President Hunt has recommended the formation of a small (3 member) audit  
56 committee following the lead of other non-profits. The Chair must understand financial  
57 management and not be a Board Member. This provides an extra set of eyes following the  
58 money, particularly with Sue Riehle gradually moving away.

59 The van is ready for pick-up. Following discussion, it was *moved by Gordon Glaser,*  
60 *seconded by Kris Warren that \$6,500. be transferred from ASAC general funds to the*  
61 *transportation fund as a short term loan to cover the balance of the payment due on the van*  
62 *with the understanding that these monies will be returned to the general fund once secured*  
63 *from another source. Motion carried unanimously.*

64 *Gordon G. moved that the internal, non-interest bearing loan mature within 90 days.*  
65 *The motion was seconded by Kris W. Motion passed unanimously.*

66 *Kris W. moved and Bud I. seconded approval of the March financial report; approval*  
67 *was unanimous.*

68  
69 **Operations (Bud Irwin)**

70 **Standing Rules and Bylaws Changes - Bylaws:** There was considerable discussion  
71 during the March Board meeting regarding some changes to the Bylaws and Standing  
72 Rules. Essentially, Bylaw changes in Articles V and VIII allow the Board to change the date of a  
73 membership meeting or dates of electing officers by amending the Standing Rules rather than the  
74 Bylaws. Standing Rule changes will change membership meeting and officer election dates.  
75 They also merge the Fundraising committee with Finance and Benefits and change low income  
76 membership criteria. *The Bylaw changes were approved during the March meeting and*  
77 *reapproved during the April meeting with a motion by Nancy G., seconded by Tony B. which*  
78 *passed unanimously.* These changes will be posted at the Center as well as published in the  
79 Borealis.

80 **Standing Rules:** Bud I. stated that there were substantial changes to the Standing Rules  
81 which allows the changes to election of officers and some cosmetic changes. The removed  
82 sections are to go into an Election Manual which is to be a separate manual. Gift policies have  
83 been added to the Standing Rules and the Fundraising committee has been merged with the  
84 Finance Committee to bring the rules into compliance. Board ties will be decided by the sitting  
85 Board members. Following discussion, *Kris W. moved to adopt the Standing Rules as drafted*  
86 *including the correction on gift policy. The motion was seconded by Betty H. Upon vote*  
87 *taken, the motion carried* and a clean copy is to go to Don Alspach for posting on the website.  
88

89           **Membership (Tony Barrett)** – The Membership Committee agreed on a reduced cost  
90 membership in the fee schedule (which is correct in the Standing Rules) and a guest pass. The  
91 visitors form is being revised. Maria James is working on revising the sheet of senior housing  
92 facilities. The status of the marketing video will be discussed at the 05/14/2015 Membership  
93 Committee meeting – a lot of footage has been shot. Julie McFarland is developing a new tour  
94 brochure which will eventually “morph” into a members’ brochure. Basic verbiage has been  
95 finalized; graphics are being selected. The Fly Fishing instructor is willing to come once a  
96 month on Tuesdays. If agreed to, this needs to go into the Borealis in the program listing. Tony  
97 B. is to meet with Rebecca P. on this matter.

98  
99           **Facilities and Equipment (Sid Atwood):** Sid A. had been excused from the meeting and no  
100 report was given.

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102           **Ad Hoc Committees: No Reports**

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104           **GENERAL MANAGER’S REPORT**

105           A full General Manager’s report prepared by Rebecca Parker was handed out at the  
106 Board Meeting and sent previously to Board members; the following are highlights not otherwise  
107 covered in this meeting:

108           Norma Barber was named Volunteer of the Year. The Volunteer luncheon was a great  
109 success.

110           Rebecca P. attended the Commission on Aging meetings and highlighted the past nine  
111 months. The Municipality sponsored celebration of the Older Americans Month (50<sup>th</sup>  
112 anniversary) which was referred to as an “elegant brunch” and highly praised. There have also  
113 been many compliments on President Hunt’s keynote and requests for copies of same.

114           The Combined Federal Campaign was updated on May 11<sup>th</sup>.

115           The Mother’s Day brunch on May 10<sup>th</sup> attracted appx. 150 members and their families.

116           The painting and renovation work is done for the season.

117           Gordon G. asked how much had been raised with the Charity Walk. Kris W. stated that it  
118 was over \$5,300.

119           Two treadmills have been donated to ASAC by BP.

120           President Hunt recommended that the Board ask a different department head to report  
121 every other month or once a quarter.

122           Bud I. asked how much was made on the Book Sale. Rebecca P. stated she would get the  
123 number. (Subsequent research showed: \$6,478.15 for books; \$180.50 for crafts; \$1,853.45 for  
124 fabric; \$298.50 for gift shop.)

125  
126           **OLD BUSINESS**

127           **BOD Fundraising:** The Rasmuson Foundation donated \$25,000. towards the van. Reference is  
128 made to the Finance Report in these minutes regarding the balance of the monies needed.

129           Save the date notices were mailed for the Signature Event. To date more than 107 seat  
130 reservations have been made; the official invitation will be mailed next week. Letters have gone  
131 out to prospective sponsors. This event is also expected to increase awareness of the Senior  
132 Center and its activities. Rebecca P. spoke with Carol Sturgelewski regarding Arliss  
133 Sturgelewski’s attendance at the Gala. Carol S. will make sure that Arliss S. is there. Live  
134 auction items: A fur coat is being donated by David Green’s Furs per Gordon’s request. John

135 Hendrix, Apache Oil (and host) is donating a fishing trip. Other items are in the works including  
136 requests for Native Art.  
137

138 **NEW BUSINESS**

139 Rebecca P. reported the meeting with David Levy and Jeanette Larson was positive.  
140 They covered Health and Wellness outreach to the Chugiak/Eagle River area, etc. They also  
141 discussed the budget for 2015/2016. Rebecca P. asked if the 15% could be a direct grant from  
142 the State of Alaska to ASAC, and not through the Municipality. It was pointed out that there  
143 were some strengths in working with the Federal government in having MOA involved.

144 Rebecca P. stated that the new organization chart should be out in a couple of weeks.

145 There will be no planned Father’s Day event at the Center.

146 A proposal for a “Dude’s Day” has been made. Good idea, but a date will need to be  
147 selected, a budget prepared and volunteers found to help.

148 The Signature Event was again discussed – it was pointed out that this gives the center a  
149 new major group of people who have not been involved with the Center ASAC.

150

151 **UPCOMING EVENTS:**

152

153 Better Breathers – May 20<sup>th</sup>

154 Spring Plant Sale - May 30<sup>th</sup>

155 Annual Day of Remembrance - May 27<sup>th</sup>. Maria J. explained how the event was  
156 conducted

157 Signature Event – June 10th

158 June Board Meeting – June 17<sup>th</sup> (Note: date change)

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160 **Adjournment:**

161 *At 11:55 AM, Theresa moved and Kris seconded adjournment; this motion passed*  
162 *unanimously.*

Minutes Submitted by:

*Theresa Hoffman*

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Theresa Hoffmann, Secretary  
(Per Recording Secretary)

**Board Meeting Dates for 2015:**                      6/17                      7/8                      8/12  
   9/9                      10/14                      11/18                      12/9