

ANCHORAGE SENIOR ACTIVITY CENTER  
ANCHOR-AGE CENTER, Inc.  
Board of Directors Meeting  
July 8, 2015

**Call to Order – Quorum:**

Board Members Present: Karen Hunt (President); Theresa Hoffmann (Secretary); Kris Warren (Treasurer); Maria James; Anthony “Tony” Barrett; Gordon Glaser; Glen “Bud” Irwin; Betty Hendrickson; Sid Atwood; Gary Wells. Members excused: Nancy Groszek, Vice President  
Recording Secretary: Mary E. Shields  
Endowment Trust Representative: None available  
Municipality Representative: David Levy  
Staff Attendees: Rebecca Parker, General Manager; Carmen Montano, Health & Wellness Coordinator  
Guests: Rebecca Mahaney, ASAC Finance Committee; Judy Brady; Audrey Ellsworth; Ann Secrest; Don McDermott

The meeting was called to order by Karen Hunt, President, on 07/08/15 at 10:05 a.m. after it was determined that a quorum was present and business could be conducted.

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

President Hunt introduced Ann Secrest, Community Director, AARP State office, and Don McDermott, AARP Driver Safety District Coordinator and Instructor. Mr. McDermott presented the Center with the inaugural “Top State Host” Award for its outstanding support in 2014 collaborating with local AARP Driver Safety volunteers to host its classroom-based driving refresher course, designed to help drivers stay safe and confident behind the wheel. AARP Driver Safety’s Top State Hosts are recognized based on the profound impact they make reaching drivers in their communities. 242 participants participated in the ASAC hosted classes which were given twice a month. ASAC is still hosting the program.

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

**Minutes from Prior Meeting:** *Bud Irwin moved and Betty Hendrickson seconded approval of the BOD minutes from 06/17/2015; approval was unanimous.*

**David Levy** reported that he had met with Rebecca Parker and her staff on 07/07/15 regarding Safety and Security issues at ASAC and that he would be doing the same type of review at the Chugiak Senior Center. Joining him in the meeting were representatives from MOA Safety and Security and a member of the Anchorage Police Department. The group brainstormed and came up with some recommendations which will be discussed in subsequent meetings. President Hunt thanked him for stepping up to the plate on these matters.

**GUEST COMMENTS:** Kris Warren stated that he had invited Judy Brady to attend as she plans to run for the Board. Ms. Brady informed the Board of her background and interest in running. Audrey Ellsworth also indicated her interest in running for the Board and provided information to the Board on her background. Rebecca Mahaney stated that she also will be running for the Board, has been attending the meetings for the past few months and currently sits on the ASAC Finance Committee.

**COMMITTEE REPORTS: STANDING COMMITTEES**

**Endowment** – President Hunt stated that the Endowment Account Review had been handed out. The Board members were asked to review and be prepared to discuss it next month.

43 **Executive (Karen Hunt)** – President Hunt requested an Elections Committee Report from  
44 Secretary Theresa Hoffmann. Theresa H. reported that everything was ready, the applications  
45 had been printed were available at the reception desk. August 3<sup>rd</sup> is the deadline for filing.  
46 President Hunt asked that the Board Members make certain that anyone who wants to run is  
47 encouraged to get the Nomination Packet submitted. This is a self-nominated Board.

48 President Hunt reminded the Board members that there would be a lunch with the MOA  
49 Assembly in September. The Executive Committee will be the planning committee for this  
50 function. The next step is to set up a date on the ASAC calendar and secure a room.

51 President Hunt directed the Board's attention to the handout on the creation of an Ad Hoc  
52 Bond Investigation Committee. David Levy strongly encouraged that the Committee partner  
53 with Chugiak Senior Center. [This is item (8) on the outline.] *It was moved by Sid Atwood,*  
54 *seconded by Gordon Glaser that the Ad Hoc Bond Investigation Committee be formed.* During  
55 discussion, Gordon G. suggested that the Board add an Item 2. (11): What is the possible impact  
56 on the State Legislature regarding funding of ASAC capital fund requests? This was accepted as  
57 a friendly amendment. *Upon vote taken, the motion passed unanimously.*

58 President Hunt directed the Board's attention to the ASAC updated Document  
59 Management and Record Retention Policy which had been distributed. *It was moved by Gordon*  
60 *Glaser, seconded by Tony Barrett that the Policy be adopted. Upon vote taken, the motion*  
61 *passed unanimously.*

62 Kris Warren stated that Bob Carmichael has been asked to present his findings from his  
63 safety inspection to the Board on July 22<sup>nd</sup> at 1:30 p.m. However, he has not yet responded.

64 **Finance/Fundraising (Kris Warren)** – **May financial report:** Kris W. stated that the Finance  
65 Committee meeting is next Monday, July 13<sup>th</sup>. He further stated that due to significant revenue  
66 coming in, the loss is down and with the net income of \$38,000 from the Signature Event, ASAC  
67 should be in the black as of the end of June. Since there was no formal report on the numbers,  
68 no vote is recorded. The May and June reports will be presented in August as will the 2014 tax  
69 report audit. He noted that the Raffle sub-committee still needs to be established and still needs  
70 a chair. President Hunt stated that it is possible that the Volunteer Coordinator will become a  
71 first contact to assist in getting volunteers. However, the Board must always be involved.

72 **Operations: (Bud Irwin)** – Bud I. directed the Board's attention to a proposed Bylaw  
73 Amendment adding an Audit Committee and requested that it be appropriately disseminated for  
74 members' information and input. *It was so moved by Betty Hendrickson, seconded by Gordon*  
75 *Glaser and passed unanimously.* The proposal will be considered for approval at the August  
76 Board meeting, subject to changes. If adopted, implementing changes to the Standing Rules have  
77 been provided to the Board and will also be considered for adoption in August.

78 **Membership (Tony Barrett)** – The Membership Committee did not meet in June and the July  
79 meeting has been postponed. All meetings should be back on track by August.

80 **Facilities and Equipment (Sid Atwood):** The Facilities Committee met on June 24<sup>th</sup>. They  
81 discussed the cost of the scissors lift training. He asked Rebecca P. to comment on the  
82 safety/security walk around. She covered this and stated that a copy of the USKH report was  
83 also given to them. David L. added that they talked about some of the low cost security issues as  
84 well.

85 **Ad Hoc Committees: No Reports**

86 **GENERAL MANAGER’S REPORT:**

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

90 Re-Accreditation notebooks: Kris W. asked if the accreditation folks were OK with the  
91 application now. Rebecca P. replied that they were and that it will be a two – three month  
92 process before the on-site peer review. ASAC had paid \$500. and an additional \$1,600. is now  
93 due. President Hunt stated that we also have to pay for the site visits by the peer review people.

94 Rebecca P. informed the Board that the Garden Gala received recognition in the Senior  
95 Voice and that the Atwood Estate has been offered to ASAC for next year if the fundraising  
96 committee decides to continue this event. She also advised the Board that Mary Shields had  
97 contacted AnnaBell Stevens regarding assistance from the AFL/CIO in remodeling the Swank  
98 House. Ms. Stevens has forwarded this information to Vince Beltrami, its President. David L.  
99 asked if United Way’s Day of Caring committee had been approached. Rebecca P. stated they  
100 had been as well as ConocoPhillips and others. David L. stated that the Day of Caring Event is  
101 usually in September.

102 Rebecca P. stated that ASAC is working on the membership video. The plan is to  
103 prepare two or three 30 second ads that can be looped together or used separately.

104 Rebecca P. reported that the mid-year performance reviews are being done; Jackie  
105 Johnson is retiring on July 24<sup>th</sup>; there will be a mini-retreat with the program/communications  
106 and development group.

107 **OLD BUSINESS:**

108 **A. Fundraising: Kids’ Corps van:** Rebecca P. has spoken with Mary Gibbs at ConocoPhillips.  
109 They may have some funding available. There is a July deadline for 2016 requests. She will be  
110 asking for van and security camera monies. Exxon is another possibility for funding.

111 **B. Staff re-structuring progress:** President Hunt stated that this is an on-going process to  
112 make it the most competent and efficient. Rebecca P. has met with staff on what they think they  
113 are doing as opposed to what they are really doing – efficiency and competency is being covered.  
114 She has drafted an organization chart, but is in the middle of a major restructuring of the  
115 Communications and Development area which covers Membership, Programs, Catering, and  
116 Volunteer coordination. Bud I. asked how the kitchen was currently structured. Rebecca P.  
117 stated that the kitchen staff consists of a Culinary Manager, Line Cook, Kids Corps Cook,  
118 Cashier and Part-Time Driver (for the Kids Corps).

119 **C. Development of ASAC Financial Procedures progress:** President Hunt stated that B and  
120 C are the top 2 priorities and that the Board must be transparent on C. Rebecca P. stated that  
121 new Policies and Procedures are being put into place – she has been working with accounting  
122 and President Hunt in this area. Policies and Accounting Procedures are being established for:  
123 the Arctic Rose Restaurant and the Catering services; room rental; gift shop; and contract work –  
124 particularly in the Fitness and Health and Wellness departments. President Hunt stated that a  
125 hold harmless agreement also needs to be put into place for functions. These issues are the  
126 reasons the Audit Committee was established: the first question to ask for any event – “Does it  
127 fit the mission?” If not, what does it do for ASAC? As a non-profit that uses public money,  
128 ASAC must be transparent.

129 Rebecca P. advised the Board that the staff will be meeting on Friday regarding the  
130 calendar of events currently for the rest of 2015.

131 **NEW BUSINESS – ADMINISTRATION:**

132 **A. Proposed policy re: pets and animals at ASAC:** Rebecca P. stated that she has spoken  
133 with David Levy's staff. There is a proposal in the Municipality of Anchorage's legal  
134 department at this time. ASAC wants to see what that looks like before putting policies in  
135 writing. Following discussion, David L. stated he would send information to Rebecca P.

136 **B. New Tier One Rasmuson grant application (BOD suggestions):** Rebecca P. stated that  
137 ASAC will be applying for another \$25,000. Rasmuson Grant and would like suggestions as to  
138 what needs to address next - only capital expenditures can be considered. The following items  
139 were suggested: reconfiguring the front entrance; better security system – have all but the front  
140 door require a membership card swipe entrance; new furniture for the front area; another vehicle  
141 – something like what Anchor-Rides uses as opposed to a 15 passenger van – does not have to be  
142 new; use the security screens for information flow; the parking lot drainage system needs to be  
143 fixed for safety reasons; update security; more visible signage in area; update our kitchen serving  
144 ware if we are going to promote catering; re-do the kitchen and the lobby areas; wrap the van;  
145 get a big screen for the ballroom – look at the whole audio-visual set up; remodel the bathrooms.

146 **ELECTION OF OFFICERS:**

147 President Hunt asked for nominations for a new President: *Betty Hendrickson nominated Kris*  
148 *Warren, Maria James seconded. It was moved by Gordon Glaser, seconded by Sid Atwood,*  
149 *that the nominations be closed and Kris Warren be elected by unanimous consent. Upon vote*  
150 *taken, the motion passed unanimously.*

151 Past President Hunt presented her formal written resignation from the Board. President Warren  
152 thanked Karen H. for her past two years of leadership and the breathtaking improvements that  
153 had been made. He told the Board that there would be a dinner for Karen H. on July 22<sup>nd</sup> at  
154 Suite 100 at 6:00 p.m.

155 President Warren asked for nominations for Vice President. The Board was advised that Nancy  
156 Groszek had agreed to stay in the position if nominated. *Gordon Glaser nominated Nancy*  
157 *Groszek, Tony Barrett seconded. Upon vote taken, Nancy Groszek was elected unanimously to*  
158 *the position of Vice President.*

159 President Warren advised the Board that the Board vacancy which was created by Karen Hunt's  
160 resignation needed to be filled. *Gordon Glaser moved, seconded by Bud Irwin, that Rebecca*  
161 *Mahaney be appointed to fill said vacancy. Upon vote taken, the motion passed unanimously.*  
162 This appointment is good until the next regular elections are held.

163 President Warren asked for nominations for Secretary. *Sid Atwood nominated Theresa*  
164 *Hoffmann, seconded by Betty Hendrickson.* Upon discussion, Theresa H. reminded the Board  
165 that she would accept the nomination only on the condition that ASAC provide a recording  
166 secretary for the meetings at which she would be expected to be present. *It was moved by Sid*  
167 *A., seconded by Bud Irwin that a unanimous ballot be cast for Theresa Hoffmann. Upon vote*  
168 *taken, the motion passed unanimously.*

169 President Warren asked for nominations for Treasurer. *Bud Irwin nominated Rebecca*  
170 *Mahaney, seconded by Gordon Glaser. Gordon Glaser moved, seconded by Sid Atwood that*

171 *the nominations be closed and a unanimous ballot be cast for Rebecca Mahaney. Upon vote*  
172 *taken, the motion passed unanimously.*

173 Theresa Hoffmann reminded the Board members that the next election of officers takes place in  
174 July 2016.

175 President Warren directed the Board’s attention to Resolution No. 2015 – 0002. This is a  
176 Resolution to change the signers on the bank accounts as a result of the elections and change of  
177 officers. *It was moved by Bud Irwin, seconded by Rebecca Mahaney that the Resolution be*  
178 *adopted. Upon vote taken, the motion passed unanimously.*

179 President Warren distributed performance appraisal forms for Rebecca Parker’s evaluation to the  
180 Board members. These are to be returned to President Warren at his home address by July 31<sup>st</sup>.  
181 He will compile the responses and at the end of the August Board meeting will call an Executive  
182 Session for discussion.

183 **DIRECTORS’ CLOSING COMMENTS:**

184 Rebecca Parker is working with Lisa Jackson on policies for the CWS personnel. Rebecca  
185 Mahaney stated she has learned a lot in the past few months and appreciates this information.  
186 Bud Irwin asked Karen Hunt if she is going to continue on current projects. Karen Hunt stated  
187 that she was not backing out completely but would be “scarce” for the next few months. Tony  
188 Barrett stated that the 07/09/15 Membership meeting is postponed and may need to be cancelled.  
189 Maria James stated that she would like to be on Rachael Althof’s email list for flyers –  
190 preferably jpeg. There were many expressions of thanks to Karen Hunt for her leadership and  
191 dedication. Karen H. thanked the Board members for their support.

192 **ADJOURNMENT:** *At 12:25 p.m. it was moved by Gordon Glaser, seconded by Sid Atwood*  
193 *that the meeting be adjourned. Upon vote taken, the motion was passed unanimously.*

194 **UPCOMING EVENTS:**

195 Finance Committee Meeting 07/15/15 at 1:30 p.m.

196 Minutes Submitted by:

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200 \_\_\_\_\_  
201 Theresa Hoffmann, Secretary  
202 (Per Recording Secretary)

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205	<b>Board Meeting Dates for 2015/2016:</b>	08/12	09/09	10/14
206		12/09	01/13	02/10
				11/18
				03/09