

**ANCHORAGE SENIOR ACTIVITY CENTER
ANCHOR-AGE CENTER, Inc.
Board of Directors Meeting
AUGUST 16, 2017**

Call to Order – Quorum:

Board Members Present: Kris Warren (President); Rebecca Mahaney (Treasurer); Mary Shields (Secretary); Nancy Groszek; Gordon Glaser; Calvin Williams; Lynn Paterna; Theresa Hoffmann

Board Members Excused: Judy Brady (Vice President); Tom Brennan; Sally Ann Carey;

Board Members Absent: none

Recording Secretary: Eileen (Nicky) Nickoloff (Excused)

Endowment Trust Representative: Matt Blattmachr

ASAC Staff: Rebecca (Becky) Parker (General Manager); Stephanie Rose (Accounting); Malorie Spreen (Programs)

Municipality Representative: Nancy Anderson (not present)

Guests: Linda Cooper; Jim Bailey (Board Candidate); Bill Clough, LPI

The meeting was called to order by Kris Warren, President, on 07/12/2017 at 10:05 a.m. after a roll call was taken by the Secretary and it was determined that a quorum was present and business could be conducted.

Introductions: Staff and guests were introduced.

Guest Comments: Rebecca Parker introduced Bill Clough from LPI. A 5 year contract has been signed with LPI which will be taking over the printing of and securing of ads for the Borealis as of the November issue. It will be 20 pages each month, full color. They will be handling the ad sales and would appreciate ad contacts from the Board members. Mr. Clough stated that these should be referred to him rather than our trying to do them ourselves. It is anticipated that this printing/production change will save us \$10,000 per year as the contract develops. Becky stated that this will make everyone meet the submittal deadlines established so that the articles can be proof read and delivered to LPI on time.

James Bailey introduced himself to the Board as a Candidate in the up-coming election and gave a synopsis of his background.

Agenda:

With the addition of the new mission statement under Old Business and the HSE Safety Report under New Business, Nancy Groszek moved that the Agenda be approved; this was seconded by Calvin Williams and approved unanimously.

Guest Linda Cooper asked about the decision regarding the printing contract. Becky explained that this was a business decision.

Minutes from Prior Meeting:

Mary Shields moved and Theresa Hoffmann seconded that the minutes for the Board of Director's meeting dated July 12, 2017 be approved with the addition of Lynn Paterna to those present; approval was unanimous.

Municipal Liaison Comments – Nancy Anderson: Ms. Anderson was not present. Becky Parker stated that she has met with her. Ms. Anderson advised Becky that she doesn't attend a lot of meetings, but will come at some point.

- 39 **COMMITTEE REPORTS: STANDING COMMITTEES**
- 40 **Endowment: (Matt Blattmachr):** The Endowment Trust stands at \$4.3 million.
- 41 **Executive Committee: (Kris Warren)** – The Executive Committee met last Thursday. We
42 have received \$17,000. From Rasmuson most of which will go toward the new server and putting
43 inn place new switches and wireless access. \$2,000 will go toward AV equipment. Rebecca
44 Parker has been working with Ken Miller to submit new grant request applications. (See the
45 General Manager's Report.) We need a new lectern. Lynn Paterna stated that she will check
46 procurement at the University to see if there is one available. The Municipality of Anchorage
47 projects are mostly complete. Paint in the parking lot needs upgrading, but MOA does not have
48 funds for that. President Warren set August 31, 2017 as the deadline for the Beer and Wine
49 License Application to be completed. This remains an action item.
- 50 **Finance (Rebecca Mahaney)** – Following discussion of the June and July numbers, ***Rebecca***
51 ***Mahaney moved approval of the June 2017 finance report; seconded by Nancy Groszek the***
52 ***motion was approved unanimously.*** (The Report had been previously approved by the Finance
53 Committee.)
- 54 **Membership/Outreach (Judy Brady):** No report.
- 55 **Operations (Judy Brady):** No report.
- 56 **Fitness (Nancy Groszek):** Following many requests there will be music in the fitness room.
57 The Fitness Committee will be purchasing speakers from its fund for this purpose. The Clean
58 Up of the Fitness room will be held on Saturday, September 30th from 10:30 a.m. – 12:30 p.m.
- 59 **AD HOC COMMITTEES**
- 60 **Self-Assessment (Lynn Paterna):** A meeting was held on July 26, 2017 to cover Standard 4
61 Administration. She presented a written report on the meeting. The review is proceeding very
62 smoothly and a lot of progress has been made. The next meeting will be on August 30, 2017,
63 and will cover Standard 3 Governance.
- 64 **Gift Shop (Sally Ann Carey):** no report.
- 65 **GENERAL MANAGER'S REPORT (Highlights)**
- 66 **Senior Housing:** Mark Fineman, Vice President of Project Management and Consulting with
67 Cook Inlet Housing, Inc. is following up with the Rasmuson Foundation to schedule a meeting
68 with Diane Kaplan regarding the Bubble Diagram.
- 69 **The Kids Corp Contract** is for fewer meals this year due to a change by them.
- 70 **Rasmuson Foundation Award:** Kris Warren covered the Rasmuson Foundation Award in his
71 report. **Newsletter changes:** Becky gave a full review of the newsletter changes.
- 72 **Fundraising:** Ken Miller, CFRE, from Denali Consultants has met with Stephanie Rose,
73 Malorie Spreen and Ms. Parker to outline and begin downloading materials and donor lists
- 74 **Evening Concert:** A light classical and Broadway Concert is being coordinated with renowned
75 concert pianist, *Julianna Osinchuk* and vocalist, *Christine Keene*, for November 15th.
- 76 **Ellis Fund:** A meeting was held with Deborah Bonito, Nancy Groszek and Bobbie Taylor to
77 review the October calendar for possible dates for a fundraiser. (Purpose of the fundraiser is
78 contained in the General Manager's Report.)

79 **Fund Development:** A variety of fund development activities took place including a \$30,000.
80 Request to Walmart. Please see the General Manager's Report for a complete update.

81 **Health Safety and Emergency Plan:** Becky directed the Board's attention to the HSE report
82 dated August 16, 2017, which will be reviewed later in the meeting.

83 (The complete General Manager's report is considered incorporated within these minutes.)

84 **OLD BUSINESS:**

85 **Beer and Wine License:** All necessary applications for this license are to be submitted to the
86 proper authorities by August 31, 2017. Next actions: Meeting with Community Council; TAMS
87 Card (**Action Item**)

88 Board Candidates/Election/Ice Cream Social is being held today. Board members are
89 encouraged to attend.

90 **Board Expectations:** It was moved by Mary Shields, seconded by Rebecca Mahaney that the
91 Board Expectation list (the Sally Ann Carey version) be approved. Motion carried with agreed
92 upon changes. This is to be added to the website. (**Action Item**)

93 **NEW BUSINESS:**

94 **Menu Modifications:** The new Menu is to be completed and implemented by September 1,
95 2017. (**Action Item**)

96 **990 Tax Documents:** To be voted on at the September meeting. (**Action Item**)

97 **Safety Report:** HSE report was distributed. It was decided that the September 13, 2017 Board
98 Meeting would start at 9:00 a.m. and the presentation by HSE on security and disaster
99 preparation be presented by Robert Carmichael at 11:00 a.m. The HSE items of concern will be
100 discussed at the September meeting.

101 **DIRECTOR'S COMMENTS:**

102 Nancy Groszek thanked the staff for the new towel holders in the bathrooms. She asked if
103 something could be done about the glare on the puzzles in the library. (This was made an **action
item** and Brown's Electric will be contacted for a solution.) Lynn Paterna and Calvin Williams
104 thanked the staff and the Board for doing such a great job. Theresa Hoffmann stated that she
105 will be traveling during the September meeting so this would be her last meeting as a Board
106 member. She stated that every year things have been getting better. She requested that an
107 explanation on the change in the publication of the newsletter be sent out. (Rebecca Parker
108 stated that she will be taking care of that.) Mary Shields stated that since she will be gone during
109 the October meeting and the vote finalization, she has asked Sally Ann Carey to take over the
110 Board responsibility for that. She will be working with staff member, Julie McFarland, on this
111 election matter as Julie has a great deal of prior experience in conducting ASAC elections.
112 President Warren thanked everyone for their service and Theresa for her dedication to the
113 Center.

115 **Executive Session:** At 12:14 p.m. it was moved by Mary Shields, seconded by Nancy Groszek
116 that the Board move to an Executive Session. Motion passed unanimously.

117 The Board adjourned the Executive Session at 12:40 p.m.

118 **ADJOURNMENT**

119 *Mary Shields proposed adjournment at 12:41 pm, seconded by Theresa Hoffmann and*
120 *unanimously approved.*

121
122 **Minutes Submitted by:**

123
124 *Mary E. Shields*

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126 Mary E. Shields, Secretary

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128 **ACTION ITEMS**

129 **Beer and Wine License:** Application to be completed and submitted by August 31, 2017

130 **Board Expectations:** The Board Expectation list is to be added to the website.

131 **Menu Modifications:** The new Menu is to be completed and implemented by September 1,
132 2017.

133 **990 Tax Documents:** The 990 Tax Documents are to be voted on at the September meeting.

134 **Proposed Board Meeting Dates for 2017*:** 09/13/17 10/11/17 11/08/17 12/13/17

135 *Dates are subject to change due to holidays or other unexpected occurrences.