

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**May 18, 2006**

Chairperson Dean Thoreson called the meeting to order at 9:05 a.m. at the Iowa County Courthouse, Veterans Library, Dodgeville, Wisconsin.

**Roll Call:** George Williams, Lafayette; Kenny Taylor, Lafayette; Dean Thoreson, Lafayette; Tom Mueller, Iowa; Jerome Laufenberg, Iowa; Dahlman Van Epps, Iowa

Absent – No one.

A quorum was present.

Others Present: Marcia Kendall, Bookkeeper/Secretary/Assistant to the Director; Carol Benson, Lafayette County Aging Resource Center; Judy Lindholm, Iowa County Aging Resource Center.

**Certification of the Meeting** - Kendall stated that notice of the meeting was posted at designated public places.

**Approval of the Agenda for May 18, 2006** – Motion by Mueller seconded by Williams to approve the Agenda for May 18, 2006 as mailed. Motion Carried.

**Approval of the Minutes of the Meetings of May 2, 2006 and April 27, 2006 Board Meetings**  
- Motion by Mueller seconded by Laufenberg to approve the Minutes of the Meetings of May 2, 2006 and April 27, 2006 as mailed. Motion carried.

**Reports from other Board members and members of the audience** – Mueller stated that it was good to have Laufenberg on the SUN Board and welcomed him.

The board determined it was not necessary to go into closed session.

**Review Resumes/Applications for Executive Director Position** – Fourteen resumes were received for the Executive Director position. Kendall met with Carol Benson and Judy Lindholm on Tuesday, May 16<sup>th</sup>, to screen the resumes received. Three resumes selected as possible interview candidates were distributed to the board members for review and discussion. All remaining resumes were then distributed for review and discussion also. Motion by Williams to ask Heidi Richardson, Deirdra Suchomel and Natalie Thingvold to come in for an interview, seconded by Van Epps. Motion carried.

**Schedule Interviews of Executive Director Position** - First date choice for interviews are Friday, June 9<sup>th</sup> with board meeting at 1:00 p.m. and interviews starting at 2:00 p.m. Second choice Monday, June 12<sup>th</sup> with interviews starting at 10:00 a.m. with board meeting to follow.

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Interviews will be scheduled in half hour increments. A list of interview questions were distributed and discussed. The final list of interview questions was compiled.

Listing of employee benefits and salary were distributed and discussed for the position. Board discussed doing a background check, implementing a drug test and requesting proof of car insurance for the person selected for the Nutrition Director position. Kendall will check with Iowa and Lafayette Counties to see what their policies are.

**Director's Report** – Kendall reported that the 2000 Chevy van, used to haul food from Darlington to Blanchardville and Argyle, was in to be checked for the service engine light that came on. Virtue Motors determined the problem to be an Evaporative Emissions Leak. Kendall asked the board for direction on fixing and costs. Board directed Kendall to have the van fixed.

Kendall read an invitation from the Belmont meal site inviting board members to their 16<sup>th</sup> Anniversary Party on Monday, May 22nd.

Carrie from AgeAdvantAge will be conducting a SAM's review on June 30<sup>th</sup> with the SUN Program. SAM's is the software program SUN has to use to report meals and participants information. On August 10<sup>th</sup> there will be a SAM's training SUN staff will need to attend in Madison.

Need to authorize someone, to replace Dorothy Radke, to shop at the food bank. Mary Spillane, SUN office assistant, is willing to do the food bank shopping if the board approves. On May 24<sup>th</sup> the food bank is having an orientation for new shoppers which would be good for Spillane to attend. Board approved Spillane being authorized to shop at the food bank and attend the orientation.

Land's End is having a Volunteerism Fair on June 1<sup>st</sup> and has invited SUN to participate; only non-profit organizations are invited. Board directed Kendall to attend.

1997 Ford van is due for an oil change. Have had it done every 6 months in the past at Randy's Service. Board instructed Kendall to continue as in the past.

**Chairperson's Report** – No report.

**Expense Vouchers** – Motion by Taylor to approve all vouchers for payment as presented, seconded by Mueller. Motion carried.

**Next Meeting Date** – Next meeting to be determined, pending date set for interviews.

**Adjournment** – Motion by Mueller to adjourn, seconded by Williams. Motion carried.