

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
November 13, 2007

Chairperson Dean Thoreson called the meeting to order at 1:05 p.m. at the Iowa County Courthouse, Veterans Library Conference Room, Dodgeville, Wisconsin.

Roll Call: Ronald Benish, Iowa; Phil Roberts, Iowa; Dean Thoreson, Lafayette; Kenny Taylor, Lafayette; George Williams, Lafayette.

Absent – Thomas Mueller, Iowa.

A quorum was present.

Others Present: Cecile McManus, Executive Director; Marcia Kendall, Assistant Director; Judy Lindholm, Iowa County Commission on Aging; Carol Benson, Lafayette County Aging Resource Center; Jim Middagh, Dodgeville PAC Representative.

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

Approval of the Agenda for November 13, 2007 – Motion by Roberts to approve the Agenda for November 13, 2007 as mailed, seconded by Taylor. Motion carried.

Approval of Minutes of the Meeting of October 11, 2007 Board Meeting - Motion by Taylor seconded by Benish to approve the Minutes of the Meeting of October 11, 2007 as mailed. Motion carried.

Reports from other Board members and members of the audience – Middagh comment that the Dodgeville Meal Site was doing well.

Aging Resource Center & County Aging Unit Reports –Judy Lindholm, Iowa County Aging Unit – The “Eat Better Move More” program grant is ending but will be submitting for another grant. Lafayette County has passed a resolution regarding the Aging and Disability Resource Center Plan and Iowa County will look at it in December.

2006 Annual Report – Brought back from last month. Motion by Roberts to approve the 2006 Annual Report as presented, seconded by Benish. Motion carried.

Monthly Reports – Cash Flow Statement – October, 2007 – Distributed and discussed.

Budget Reports C-1 & C-2 – October, 2007 –Reports distributed and discussed.

Monthly Participant Numbers – September, 2007 – Reports distributed and discussed.

Motion by Roberts to approve the October 2007 Cash Flow Statement, the October 2007 Budget Reports C-1 & C-2 and the Monthly Participant Numbers for September 2007 as presented, seconded by Williams. Motion carried.

Site Reports – Arena Site – Relocate Meal Site – McManus has submitted the relocation forms to AgeAdvantAge. Aiming for December 1st to make the move and VFW members are willing to help with the move.

Gratiot/Wiota Rural Route – McManus rode with the delivery person on the route and has a good idea on how the route goes. Two different participants had family members visiting when meals were delivered that day and McManus had a chance to speak with briefly. Currently have seven participants on the route with one stop being a couple. Shullsburg site has a volunteer willing to do part of the route which would eliminate part of the wages currently paying. Three of the current participants are willing to pay more to help with the cost of the route. Discussion. Motion by Williams to accept the offer from the Shullsburg volunteer to try splitting the route, seconded by Taylor. Motion carried.

Staff Issues – Dodgeville site manager has resigned and now advertising for the position.

Pension Plan – Currently the SUN program contributes a 5% maximum match to the employee's pension plan. Discussion. Motion by Benish to continue the 5% pension match for year 2008, seconded by Williams. Motion carried.

Sick Leave – Policy is to be reviewed yearly regarding the end of year payout to eligible employees with excess sick time. Motion by Williams, seconded by Roberts to continue the policy as is. Motion carried.

Scheduled Hours for Director & Assistant Director – Kendall requested the Board consider allowing her to continue on the eight nine hour days and one eight hour day work schedule every two weeks with one day off during the two week payroll. Discussion. Motion by Taylor to approve Kendall's request to continue this work schedule, seconded by Roberts. Motion carried. Thoreson requested Kendall hold off starting the schedule until March so Kendall is available to assist McManus during her first 6 months with SUN. Kendall agreed.

Meal Site Cancellation Policy for Inclement Weather – Reviewed policy that was approved October 6, 2006. Discussion. Motion by Roberts to continue the policy as is, seconded by Benish. Motion carried.

Meal Contracts – McManus has been working on the contracts for 2008. Has an appointment with the Barneveld provider and with Highland soon. Hope to have all done by the end of the month. Motion by Benish for McManus to negotiate the best price possible and bring back for formal approval from the board, seconded by Roberts. Motion carried.

2008 Budget – Distributed and discussed at length. Motion by Benish to approve the 2008 budget, seconded by Williams. Motion carried.

Certificate of Deposit Maturity – Lafayette County has a Certificate of Deposit that is coming due and needs to be cashed in and used for the 2007 budget expenses. Discussion. Motion by Williams to cash in the certificate of deposit and deposit into the main account for Lafayette County 2007 expenses, seconded by Taylor. Motion carried.

Iowa County has a Certificate of Deposit at Highland Bank coming due. Discussion. Motion by Benish to put the funds back into another Certificate of Deposit at the Highland bank, seconded by Taylor. Motion carried.

Taylor left the meeting; a quorum was not longer present.

Van Maintenance - The Ford Van is in need of a new battery (still has the original one) and wiper blades. The delivery person who drives the van has also suggested only changing the oil yearly in the fall instead of every six months since the van does not put on very many miles in a year. Board concurred to go ahead with replacing the battery and wiper blades and to do the oil change yearly in the fall of year.

Training Request – McManus reported that she attended the WAND training and it was very helpful to her. All counties operate the nutrition program different.

Director's Report –Nothing further to discuss.

Chairperson's Report – Thoreson stated that he did not feel the need to present the Monthly Participant Numbers report on a monthly basis. He wants the information but does not feel the need to discuss each month.

Vouchers – All vouchers signed and Board agreed to pay.

Next Meeting Date & Adjournment – Tuesday, December 11, 2007, 1:00 p.m., Iowa County Courthouse. Thoreson declared the end of the meeting.