

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
January 07, 2009

Meeting called to order at 4:00 p.m. by Chairman, Ron Benish, at the Iowa County Courthouse, UW-Extension Conference Room (lower level), 222 N. Iowa St., Dodgeville, Wisconsin.

Roll Call: Ron Benish, Iowa; Diane McGuire, Iowa; Gerald Dorscheid, Iowa; John Bartels, Lafayette; Bill Moody, Lafayette; Leon Wolfe, Lafayette.

Absent – No one.

A quorum was present.

Others Present: Cecile McManus, Executive Director; Mary Spillane, Office Assistant; Judy Lindholm, Iowa County Commission on Aging.

Certification of the Meeting - McManus stated that notice of the meeting was posted at designated public places. Motion by Dorscheid that the meeting was properly certified, seconded by Wolfe. Motion carried.

Approval of the Agenda for 1/07/09 – McManus added an item to agenda regarding IRS regulations for 403b pension funds. Motion by Dorscheid to approve the Agenda and addition for January 07, 2009 seconded by Wolfe. Motion carried.

Approval of Minutes of the Meeting of December 16, 2008 Board Meeting – Motion to approve the minutes by Moody, seconded by Bartels. Motion carried.

Reports from other Board members and members of the audience – No reports.

Aging Resource Center & County Aging Unit Reports – Judy Lindholm reported on the ADRC. They will be going before the Health and Human Services with the resolution to be able to hire their positions. She stated that AgeAdvantage has officially become Greater Wisconsin Agency on Aging Resources, Inc. Iowa County's ADRC is slated to open in March 09. Grant County will be opening in February. CMO will be opening in Green County and will cover the counties in southern Wisconsin. Iowa County will have 2 full time positions and 1 half time position.

Monthly Reports –

- a. **Cash Flow Statement – December 2008** Ron reported that he had compared last year's reports to this year's report and our balances are much lower than last year. Hopefully participation at the sites will pick up. The new Breakfast site in Highland has been open for a couple of weeks and is doing very well so far.
- b. **Budget Reports C-1 & C-2 – December 2008** –McManus reported that we are unable to get budget reports since Marcia is gone. We are just trying to keep on top of the day to day tasks. We have requested an advance from AAA and hopefully it will be coming soon. Cecile has had a discussion with Lafayette County regarding the \$25,000 loaned to the SUN Program. They will not ask for the money back as they would just turn around

and loan it to us again. Wolf questioned if we know if the money will be coming back at all in 2009. The expectation is that not all of it will be paid back. Benish asked the Lafayette County members if they have discussed giving SUN more money next year, in 2010?

Cecile stated that our last payroll was very large due to Marcia's vacation payout. The board discussed the vacation policy and the possible need to review the policy in light of our financial situation. Benish requested that each board member get a copy of the vacation and sick leave policy with next meeting minutes. The policy will be discussed at the next meeting.

c. Monthly Participant Numbers – September, 2008 – Distributed and discussed. The Highland breakfast program is growing; starting out well. The average donation is \$3.47 so far, with total count of 68 meals for first 2 weeks. Barneveld is open for congregates at noon and is going to try breakfast as well. Hopefully, this will help her low counts. Her average donation is up greatly—the effect of COP person coming back. Average donations are up except South Wayne & Argyle. McManus stated numbers may be down due to weather; SUN tries to accommodate those needing home delivery when weather is bad. Benish stated advantage of breakfast is no reservations required. Lindholm talked of survey COA did; some people don't have their big meal at noon any more, or don't eat a lot then; breakfast may be a draw for them. Summary: donations up & participation down.

Motion by McGuire to approve the monthly reports as presented, seconded by Wolfe.
Motion carried.

2009 Meal Contracts – SUN has received all contracts. The Hodan Center has renewed for Mineral Point only at current cost of \$3.85; Lafayette Manor has renewed for Blanchardville/Argyle & Darlington at current cost of \$3.50; Bloomfield Manor has signed contract for Dodgeville for \$3.50 per meal—SUN will incur some transportation costs as we will be picking up meals; this is a decrease from \$4.75/meal from Hodan. UW-Platteville will be deleting Highland from their contract with Grant County on January 2. Grandma's Kitchen in Highland will begin providing meals there on Jan. 5. The \$10/day transportation costs, now split 3 ways for Rewey, Linden, & Highland will be split 2 ways. Contract with Marty's Village Inn for South Wayne approved last meeting.

Barneveld contract with Buzz Inn has requested a \$.25 per meal increase, making the meal cost \$4.50. Discussion ensued. Judy asked if there would be a different price for breakfast & lunch; McManus stated it would be the same--\$4.50. The increase is requested due to higher food costs. McGuire suggested a trial basis for 3 months for the increase, with review at that time. Motion made and seconded by Wolfe. McManus will modify contract and send to Buzz Inn for approval.

Motion made to approve all contracts by Moody; seconded by Bartels. Motion carried.

Site Reports –

- a. Grandma's Kitchen is now providing the lunch meals for the Highland meal site. Last week they served 29 people in 4 days for breakfast in Highland.
- b. Barneveld is offering breakfast also but no one has taken advantage of it yet.

Staff Issues – We have 14 applicants for the part time bookkeeping position. Board members received a copy of each application and are to rank what they feel are the top 6 candidates. The rankings will be tallied and the top 4 will be scheduled for interview. Board members will call in their ranks to McManus or Spillane by the end of the week. There was discussion on when to schedule the interviews. Everyone agreed on Thursday, January 22; they will meet at 3:15 for general discussion. The first interview will begin at 3:30, with one scheduled each half hour.

McManus will call the top candidates and schedule the interviews. The Board members, McManus, Spillane, Lindholm and Benson will participate. The questions will be developed by McManus and run by Benish.

New IRA Pension Fund: According to Edward Jones, there are new IRS regulations for 403b funds. A third party administrator is needed and a new plan put in place. Original deadline was 1/09 but now extended one year; however, must operate as if plan in place. Benish requested Bob Allbright come to the next meeting to explain the changes. (Bob was scheduled for this meeting, but had to cancel due to family emergency). Will wait to hear from Edward Jones before making decision.

Insurance Coverage – Discussion on the need to add special flood insurance on any of the meal sites. It would be an additional \$50 dollars to add flood insurance for Avoca. McManus was instructed to shop around for insurance to see if it is worth the cost. Moody suggested Tri Cor Insurance. McManus to get quotes for all of the program's insurance.

SUN Vehicles Update – The van was repaired and the cost came in under the original quote. Actual bill was \$480.

Training Request – None.

Director's Report – No report

Chairperson's Report – No report.

Vouchers – Motion by McQuire to approve the vouchers as presented, seconded by Wolfe.
Motion carried.

Next Meeting Dates & Adjournment – Next meeting will be Wednesday February 18, 2009 at 4:00 p.m., UW-Extension Conference Room (lower level), Iowa County Courthouse.
Motion to adjourn Meeting ended at 5:50 PM.