

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
June 11, 2009

Meeting called to order at 4:00 p.m. by Vice-Chairman, Bill Moody, at the Iowa County Courthouse, Iowa Co. Board Room, 222 N. Iowa St., Dodgeville, Wisconsin.

Roll Call: John Bartels, Lafayette; Bill Moody, Lafayette; Leon Wolfe, Lafayette. Diane McGuire, Iowa. Ron Benish and Gerald Dorscheid were absent. A quorum was present.

Others Present: Cecile McManus, Executive Director; Jan Baker, Financial Officer; Carol Benson, Lafayette County Commission on Aging, Judy Lindholm, ADRC Iowa County, Jim Middaugh, PAC representative from Dodgeville.

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

Approval of the Amended Agenda for June 11, 2009-A motion was made by Wolfe to approve the Agenda and seconded by Bartels. Motion carried.

Approval of Minutes of the Meeting of May 14, 2009 Board Meeting-The minutes were reviewed and no one had any questions. A motion was made by McGuire to approve the minutes and was seconded by Wolfe. Motion carried.

Reports from other Board members and members of the audience- Jim Middaugh, PAC Representative, expressed his concern that Dodgeville appears to be lacking the steady participants desired. He also said that the chicken served at the driver escort training on June 10, 2009, was extra special. SUN provided the meal through Bloomfield Manor.

Aging Resource Center & County Aging Unit Reports-Benson, Lafayette Co., reported the Commission on Aging Board met today at the Blanchardville site; the meal was excellent. The COA has started their County Aging Plan process for 2010-2012—have walked through the first set. The 11 page plan document talked about deadlines and instruments to do needs assessments. It also talked about nutrition prevention programming. Plan Draft is due 08/01/09. They will have a needs assessment tool in their July meeting. They had discussed cross training and communicating with the ADRC for the benefit of the clients—Wolfe said that was constructive. COA not allowed a budget increase for a long time other than contract settlements, so they may need to reallocate for special projects. Benson, Lafayette Co, and Lindholm, Iowa Co., plan to work together on Mission Statements. Lindholm said the ADRC will start work with Unified Counseling who has 44 developmentally disabled people on their waiting list. Regarding dementia, she said that they did a functional screen today, and for prevention may train the department to do preliminary memory screens—making them non-threatening like a brain challenge—because there is hope with early treatment. She said the Iowa County Budget is more dire and they will take extreme steps to get rid of next year's deficit.

Monthly Reports- Cecile McManus, Director, said the financial reports were very limited because the numbers were wrong the last meeting, for January 2009; they should be correct now. There were

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errors last meeting because Laurie was “under the gun”; Regarding income reports-- \$8000 was pulled out of both County’s savings last January; Lafayette looks high because of the \$25,000 paper transaction advance, and the numbers look better. Regarding expense reports – on the last meeting report, the food costs didn’t make sense; now they look correct. Iowa Co. C-1 was 6%, C-2 was 8%, Laf. Co. C-1 was 10% and C-2 was 7%. The goal is 8.3% for one month. Noted vehicle expense Iowa Co. C-1 was high due to repairs done; also Office Supplies and Other Site Expenses appeared high—we will investigate and move these expenses if needed. Also submitted were Statement of Cash Flow and a Summary Report of Income and Expenses January through March 2009. Due to office staff change, the bank reconciliation is not current, but a handout was given that showed we are short funds in our main checking account for our current checks that will be mailed after they are signed at the meeting. Our goal is to be up-to-date on income and expense reports for the July meeting. Regarding monthly participation numbers for April 2009 – Arena donations were low last month and high this month because last months statements were initially mailed to the participants when they should have been mailed to the site manager. After the site manager received them and handed them out the donations started coming in. Highland has good participant numbers but low donations. Counts are down everywhere else but donations are up, with the exception of Avoca – one participant paid for January thru April meal donations with food stamp vouchers in May. There are several new participants in Blanchardville. Cecile is happy about the South Wayne program – food cost is reasonable and donations are good. Shullsburg and Belmont are down due to several regulars going to nursing homes. Unduplicated participants are down –the challenge is to get more new people in, especially congregates.

CD Due on June 15, 2009-action – Cecile had quotes from Royal Bank-Cobb- for 2% interest for 1 yr and Mound City Bank-Belmont-for 1.8% interest 1 yr and 2.48% for 15 months. Discussion was about how interest rates jump and also about keeping part of the CD for operating expenses. Board said to use our savings for operating expenses and to reinvest the entire CD amount. Motion by Wolfe to direct Cecile to negotiate the best rate for the entire CD upon maturity, seconded by Moody. Motion carried.

Site Reports– Regarding Mineral Point – Breakfast - Cecile said there is interest, but that having the senior menu already there makes it more complicated. The SUN menu has better variety. Lindholm heard that there is no advertising for it on the tables, and it appears that they are not promoting it. Cecile said that she gave them several menu guides. Cecile also said that our lunch mealsite manager in Mineral Point says that the seniors think they would take money away from the restaurant if they ordered a SUN meal. Starting Highland breakfast was easier because seniors liked to gather at Grandma’s Kitchen. Also, Cecile called the Mayor of Mineral Point to discuss the nonreturn of the Facility Agreement; he assured her that if their injured clerk needs to work in the Senior Center that she won’t need the whole place, so it shouldn’t interfere with the SUN mealsite there. Regarding Shullsburg mealsite manager—Ellen will be on leave from July 1, 2009 thru the end of the year and her sub, Billie, will fill in, as discussed last meeting. If Billie needs off, Ellen will fill in. Cecile thinks it will work out fine, and will have written letter from Ellen by June 30.

Staff Issues– Cecile introduced Jan Baker who has the new Financial/Office Assistant position as of June 1, 2009. This position is now full-time, combining two previous ½ time positions. Jan was welcomed by the Board.

Barneveld Food Contract–Motion by Wolfe seconded by McGuire for no decrease and cost to stay at \$4.50 per meal. Motion approved.

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UW Platteville Food Contract—Cecile announced the new contract from UW-Platteville, for July 1, 2009 to June 30, 2010. (contract is with Grant Co. SUN piggybacks this contract for Linden & Rewey) Motion by McGuire seconded by Wolfe to approve cost per meal increase from \$3.20 to \$3.25. Motion carried.

Workman's Comp Insurance-- The premium increased by \$466.00 due to coverage for home delivery drivers; there was discussion about whether the drivers are volunteers, because they aren't paid wages, versus employees. Cecile was advised to talk to the county corporate counsel about it, and to say that she was sent by Diane.

Training Request—No training requests.

Director's Report—There will be a conference call regarding the Stimulus Grant money scheduled for the end of June. Blanchardville will have music at their site July 23, 2009. Cecile is on vacation July 6-10; Jan will cover.

Chairperson's Report—No report.

Vouchers— Vouchers were presented for signing. McGuire made a motion to approve the vouchers and Wolfe seconded it. Motion carried.

Next Meeting Dates & Adjournment—Next meeting will be Thursday July 16, 2009 at 4:00 p.m., in the Iowa County Board Room, Iowa County Courthouse. Wolfe made a motion to adjourn, McGuire seconded and meeting ended at 5:35pm.