

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**October 7, 2009**

Meeting called to order at 4:05 p.m. by Chairman, Ron Benish, at the Iowa County Courthouse, Iowa Co. Board Room, 222 N. Iowa St., Dodgeville, Wisconsin.

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

**Others Present:** Cecile McManus, Executive Director; Jan Baker, Financial Officer; Judy Lindholm, Director Iowa County Commission on Aging, and Jim Middagh.

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

**Approval of the Agenda for October 7, 2009-**A motion was made by Bartels to approve the Agenda, seconded by McGuire. Motion carried.

**Approval of Minutes of the Meeting of September 9, 2009 Board Meeting-**The minutes were reviewed and no one had any questions. A motion was made by McGuire to approve the minutes, seconded by Wolfe. Motion carried.

**Reports from other Board members and members of the audience -** Jim Middagh said that the Dodgeville meals are marvelous. Bartels stopped at Belmont and ate an awesome meal. He appreciated that Margaret was able to accommodate him on short notice.

**Aging Resource Center & County Aging Unit Reports -** Carol Benson absent, no Lafayette County report. For Iowa County, per Judy Lindholm, their annual volunteer appreciation event is coming up. They want to be provided with a SUN meal and dine at Bloomfield. Judy and Cecile met with a group this morning about marketing their 8 county ADRC region. They learned about private, for profit businesses doing home delivery; she talked about one in particular where the cost was approx. \$ 7.40 per meal with a minimum of 8 meals. They are not frozen, but are vacuum packed, include milk and condiments, and are shipped by Fed-ex. A drawback could be that the box of meals could be heavy. Also, it eliminates human contact. This business was started by college kids and is now in 20 states. She also reported that the ADRC is going gangbusters. The benefit specialist says people have issues, but there is a 2 year backup for service. People who want to leave nursing homes are put on the list first. They are seeing a lot of juveniles with behavior problems and need to look at a local program to deal with these kids.

**Monthly Reports-possible action -** September Cash Flow Statement looked good because we have received most of our 2009 allocation and our stimulus funds from GWAAR. Benish asked if we would have a carryover in 2009 since the approved budget was over by approx. \$60,000 and we have currently taken approx. \$82,100 from set aside funds (combined Iowa Co. CD's, savings accounts and \$25,000 advance from Lafayette Co). Cecile said that she is estimating, and it is her best guess at this time, that we may be able to have about \$30,000 left at the end of the year; this depends on donations and any further cuts from the State. Budget Reports- Iowa County C-1 donations are higher than projected because of the high number of breakfast participants. Judy asked

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why we didn't include the set aside funds in the income since we used them. Jan said that she was waiting until the end of the year to see the actual amounts that we used and where, but she could reflect it in the September reports and then adjust it if needed at the end of the year. On the expense reports, we need to check on why rent/utilities is high in C-1 Iowa County. Cecile said it is probably an error in splitting because that is an easy expense to calculate. One reason OC program supplies is high is we use more disposables in Dodgeville, mainly now because the kitchen is being remodeled. Also questioned what was spent for outreach/marketing in C-1 Iowa County. Jan and Cecile couldn't remember but will be prepared with that answer at the next meeting. C-2 expenses looked good except the labor was high. Jan explained that the split was changed from 90/10 to 80/20. Consequently, the C-2 amount doubled. Lafayette County C-1 Food transportation is low. Cecile said that the wages are high because of a large vacation payout. Also, the Chevy van expenses are high because we got new tires, transmission, a bushing and Cecile thought there was one more repair. The outreach/marketing money spent was for music provided monthly at their birthday party. Ron said it is good that we do that. The budget report summary page shows a loss in home delivery and the question was asked about how they pay. Cecile said some pay the driver weekly or daily, and some are sent statements if they request it. The Board was wondering if we are not getting home delivery donations. Cecile explained that GWAAR splits our allocations C-1 80% and C-2 20%, but in reality our participation is closer to C-1 50% and C-2 50%. No questions on the Monthly Participation Numbers report. Judy noted that the unduplicated participants number is down from this time last year, but totals are the same or up, which means we have more repeats. Motion made to approve the monthly reports by Wolfe, seconded by Bartels. Motion carried.

**Audit –Review** – 2009 Audit was handed out at the meeting. Questions are to be brought to the November meeting.

**Budget for 2010-Possible Action -** Preliminary revised budget was handed out and will be reviewed at the November meeting. This has the proposed 4% cuts in allocations for 2010.

**Site Reports** – Barneveld-Cecile applied to GWAAR to close that mealsite. GWAAR asked if we have attempted to make provisions for the needy we serve there and Cecile said that she has made inquiries. Discussion today at the Lafayette County Board meeting was that senior nutrition programs need to find ways to be more efficient. Avoca has lower counts and two people leave for winter. Cecile went to their village board meeting to ask if there is any support. Avoca is now a cooking site, but Cecile has spoken with Gayle Mason at Grant County and says there may be an option to bring meals from the Muscoda site. Cecile thinks that finding someone to deliver the meals would be a challenge.

**Staff Issues -** Shullsburg- Billie Fergner was hired on 09/25/09 as the Cooking Site Manager. She lives in Darlington and is trying to find a sub in Shullsburg because she is concerned about winter driving.

Motion to go into Closed Session at 5:15 pm made by Moody, seconded by Wolfe. Motion carried. Jan Baker and Jim Middagh were excused. Motion to return to open session at 5:45 pm by Moody, seconded by Wolfe. Motion carried. Jan Baker returned. No action from executive session.

**Training Request –possible action** – No requests.

**Director's Report** – The Tai Chi class started in Darlington. Cecile says the DUWI Grant expenses need to be used and submitted by February. Cecile submitted the report to GWAAR regarding how the stimulus funds were used to benefit our program, in particular Avoca and Dodgeville. Cecile and Amy Ramsey from State Dept. of Aging had a recent discussion about delivery outside of city limits

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because Cecile had an inquiry about delivering to a senior who lives by Warren, Illinois in the future. The closest site to them is Freeport, IL, but they won't deliver in Wisconsin. The problem SUN faces is finding someone to deliver the meals, and the added expense. Current Board policy is to only deliver within city limits, unless an extra donation is given for the mileage. There may be the possibility of adding this participant to the Wiota/Lamont/Gratiot route. Cecile had a flyer for an annual Soup & Sandwich fundraiser Oct. 14<sup>th</sup> in Belmont.

**Chairperson's Report**–None.

**Vouchers**– Vouchers were presented for signing. Wolfe made a motion to approve the vouchers; seconded by Bartels. Motion carried.

**Next Meeting Dates & Adjournment**–Next meeting will be Wednesday, November 4, 2009 at 4:00 p.m., in the Iowa County Board Room, Iowa County Courthouse. Bartels made a motion to adjourn, Moody seconded and the meeting ended at 6:05 p.m.