

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
December 16, 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: Gerald Dorscheid, Iowa; John Bartels, Lafayette; Bill Moody, Lafayette; Leon Wolfe, Lafayette, were present. Diane McGuire, Iowa, arrived 4:10 p.m.; Ron Benish, Iowa, arrived 4:15 p.m.

Others Present: Cecile McManus, Executive Director; Jan Baker, Financial Officer; Judy Lindholm, Director ADRC SW WI Iowa County; Carol Benson, Director, Lafayette County Commission on Aging.

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

Approval of the Agenda for December 16, 2009—A motion was made by Dorscheid to approve the Agenda, seconded by Bartels. Motion carried.

Approval of Minutes of the Meeting of November 4, 2009 Board Meeting—The minutes were reviewed and no one had any questions. A motion was made by Wolfe to approve the minutes, seconded by Bartels. Motion carried.

Reports from other Board members and members of the audience – Ron Benish thanked Bill for starting the meeting. Ron attended the Bloomfield Manor Christmas Party. He reported that there are 70 residents there and 46 attended the party. There were many presentations for years of service – probably the longest were Everett Thomas 38 years, and Barb Linscheid, Admin. 35 years.

Aging Resource Center & County Aging Unit Reports – Judy Lindholm, Iowa County, reported that their 2010 plan submitted to GWAAR was accepted. The 8521(Department of Transportation) Grant Plan is due 12/30/09, and the Transportation Coordination Community (TCC) has been postponed. The ADRC has been given additional work –Unified is not doing enrollment counseling for COP people as in the past. The wait list has doubled to 25 and they would expect more. To be put on the wait list they need a functional screen completed. Carol Benson, Lafayette County, reported that their GWAAR plan was approved also. They are trying to handle being one person short and are having a personnel evaluation next meeting. Their ADRC gave the numbers on the wait list, and next month they are watching a slide show on serving the disabled. The Lafayette County Board, Commission on Aging, and Human Services are contemplating a merger. They have a committee that will look at how other models work and make a recommendation the end of February.

Monthly Reports-possible action - Reports were briefly reviewed, no questions asked. Motion made to approve the monthly reports by Wolfe, seconded by Dorscheid. Motion carried.

Foundation Search Presentation by Phone& Laptop – Nelson Roque, the presenter, gave a demo on how to find foundations and grants; he said that nonprofit foundations must give away 5% of their assets. The cost of their service ranges, but the most popular is a 5-year membership for \$6500. It includes grant writing assistance, samples, and templates along with the ability to search their websites. If you order before the end of the year you will get a bundled package that includes more educational materials. You are allowed 2 user names and passwords. Ron asked if we could pay a % of what we receive for grant money found through their service rather than the fee, and Nelson said no; it is looked at as unethical and not common practice. Nelson says they offer the most comprehensive resource there is, and that there is a 6 month guarantee that we will get a grant or we get our money back; we need three refusal letters if no grants. Nelson said in 2008 there was a 99.7% success rate with the average grant being \$7000.00. After the presentation ended and Nelson hung up, Cecile was told that Iowa County has a grant writer, Ricky Rolfsmeyer, available who works for a %. The consensus was to direct Cecile to proceed to research the organization, including references, and talk to Ricky, to see if the organization is reputable. The board was in agreement but can't take action. We will put it on the Agenda for next meeting with possible action.

CD Due 12/21-Possible Action - Cecile found the best rate currently is First National Bank, Darlington at 1.96%. Motion was made by Moody to direct Ron and Cecile to find the best rate and place it there; seconded by Wolfe. Motion carried.

Annual Policies to Review-Possible Action – Pension Plan SUN match will stay at 5% maximum. Moody made a motion to approve, seconded by Bartels. Sick Leave, no change in SUN plan, approved by Bartels, seconded by Wolfe.

Working Agreement: SUN & County Units – Possible Action – Motion made by Dorscheid, to approve Working Agreement from SUN's perspective; seconded by Wolfe. Motion carried. Judy and Carol will have to present to their Boards for approval.

Site Reports – Avoca has increased participation --there were 48 for their holiday party. If the counts justify it they may add Mondays. The Barneveld site closed December 1st. but could reopen someday.

Audit Bid-Possible Action - Per Cecile, our 2010 Audit Bid, which includes income tax return preparation, from Johnson & Block (who specialize in non-profit), has doubled what it was last year. Cecile and Jan are directed to get other bids.

Staff Issues - Schedule Evaluation of Director – Evaluation will take place in closed session at our next meeting. Each board member will be sent the evaluation form to fill out prior to the meeting.

Training Request –possible action – Jan attended a Quickbooks training for payroll. In 2010 we will be switching to Quickbooks for payroll also.

Director's Report – End of the year is a busy time. Our insurance provider wants the square footage of each building and Cecile is working on that. Cecile will be on vacation between Christmas and New Years, as will Diane, so Jan will need two check signers for payroll, etc. Gerald and Ron have agreed to sign them. Cecile also later thanked the Board, Judy, and Carol for their time and input.

Chairperson's Report– Ron said that it has been a pleasure working with us all this year.

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, January 20, 2010, at 4:00 p.m., in the Iowa County Board Room, Iowa County Courthouse. McGuire made a motion to adjourn, Moody seconded and the meeting ended at 5:45 p.m.