

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
July 15, 2010

Meeting called to order at 4:00 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; Dan Nankee, Iowa; John Bartels, Lafayette; Bill Moody, Lafayette; Leon Wolfe, Lafayette; Bill Grover, Iowa were present.

Others Present: Cecile McManus, Executive Director; Jan Baker, Financial Officer.

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

Approval of the Agenda for July 15, 2010-A motion was made by Moody to approve the Agenda and seconded by Bartels. Motion carried.

Approval of Minutes of the Meeting of June 17, 2010 Board Meeting-The minutes were reviewed and no one had any questions. A motion was made by Wolfe to approve the minutes and was seconded by Bartels. Motion carried.

Reports from other Board members and members of the audience- Wolfe reported that Lafayette County has approved the job description for the open Human Services position, but it is not posted yet.

Aging Resource Center & County Aging Unit Reports-None

Audit Report: Jason Stephens, Wegner CPA's - Jason handed out a draft report; final copies will be mailed. He noted that they could not use the comparative format that we have seen in the past because there was a \$25,000 loan treated as revenue so he did a prior period adjustment. There were no compliance findings so our preliminary audit report has an unqualified opinion-this is good. They recommend that non-profits have a 3 to 6 month reserve, which we have. Wegner audits 500 nonprofit organizations and donations are down all over the board. Our losses are less in 2009 than in 2008 and 2007. 80% of expenses should be program expenses, so ours is conforming. Because of our process deficiencies he recommends that someone besides the accountant should open and review the bank statements. He also said we should see if our insurance covers bank fraud and what the deductible is. We should also find out what our banks policy is and get it in writing. This is the last year we can file form 990-EZ. Jason will send sample copies of the additions needed for 2010's form 990. The Board requested that Jason be our auditor next year.

Monthly Reports- Our cash flow statement shows we have a surplus of cash in our main checking account; it is because we are using our GWAAR expenses before our other grants and donations. Jan plans to put some in the Clare Bank money market account so we can get a better interest rate. We will probably need it back in our main checking account in November or December so we won't consider the additional funds - anything over the initial \$25,000- as set-aside. Cecile has a WAND meeting in the fall but otherwise training should be done for 2010. Our phone costs are higher than budgeted, as is transportation and other consumables, but our total expenses are 48.41% and Ron said that is good because at half the year they could be 50%. Arena and Dodgeville numbers are up, Mineral Point's are down. Also, the senior citizen club doesn't pay half of the phone bill anymore. Their Senior Club has started up again but they said they don't use the phone or have extra funds Moody suggested that we share with Mineral Point the fact that some other sites give SUN the building use and the phone and that maybe they could pay the phone bill. Cecile said they also are not as interested in activities as they were. Our suggested donation is \$3.75 for congregate and \$4.00 for home-delivered meals. Grover asked if cost is higher for home delivered, and it is because

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we pay the drivers a stipend of 40 cents. We could adjust our suggested donation accordingly. Nankee thinks our suggested donation is high, and all agreed that it is for some. Moody said that people who can afford it will probably pay what we ask for. SUN's cost is \$8.95 and it is posted in every site. Grover asked if people know that they are welcome to give more-because others can't. Motion to approve monthly reports made by Bartels, seconded by Grover. Motion carried.

CD's (2) Due on July 31 –Cecile said that Clare Bank's rate is 1.67 and FNB at Darlington's rate is 1.5%. Wolfe said that FNB at Darlington will match any local rate and to talk to Sheri Sawyer. Motion to have Cecile and Ron check rates, and keep these CD's at FNB if they will match, made by Moody; seconded by Bartels. Motion carried.

Auto Insurance Renewal– Esch thinks our AutoOwners may be the best policy for us, but he will check on bundling it with our other insurance policies to get a better rate when they renew in January. Cecile will check to see if we can pay a 6 month premium. Other suggestions were to call Tom Black with Tricor in Darlington and Brian or Beth at Pederson Insurance Company in Argyle. Motion to approve Cecile and Ron taking the best price for six months, until bundling, made by Bartels; seconded by Wolfe. Motion carried.

Annual Report- Nankee commented that it is practical compared to other reports. Grover commented that there was a lot of information in the report. No action required or taken.

Staff Issues/Site Reports – The manager in Arena wants to work 3 days a week and her sub 2 days a week in July and August. Cecile stated that benefits are paid as long as the manager works more than half time.

Stimulus Grant Update – Cecile has submitted 3 letters of inquiry in for grants found from Foundation Search. She is impressed with their trainers and customer service and feels it is a good investment. She said that within 2 years of being formed, foundations need to give away 5%. February 4, 2010, is when this service started.

Training Request–None.

Director's Report– Because they can't allow music during business hours, the volunteer appreciation event for Lafayette County has been moved from First Banking to our Darlington mealsite. PAC wanted each county to have a separate event; Cecile thinks we should have it together in the future to save on expenses. At a recent meeting, Lafayette Manor's administrator told Cecile that the meals they provide for us cost them \$6.00 each and our contracted price is only \$3.50 each. She said that they want to get out of catering and they would lay off staff. She will be meeting with the Manor Committee of their County Board soon to discuss this; nothing is official. Someone brought Cecile placemats that were at a restaurant in Mineral Point with SUN advertising on them. She was working with a company who prints placemats but has never been billed for them.

Chairperson's Report–None

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

Next Meeting Dates & Adjournment–Next meeting will be Thursday, August 19, 2010 at 2:00 p.m., in the Iowa County Board Room, Iowa County Courthouse. Grover made a motion to adjourn, Nankee seconded and meeting ended at 4:15 pm.