

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

Meeting called to order at 1:30 p.m. by Vice Chairman of the Board, Bill Moody, at the Iowa County Health & Human Services Center, Room 1004, 303 W. Chapel St., Dodgeville, Wisconsin.

**Roll Call:** Daniel Nankee, Iowa; Bill Grover, Iowa; John Bartels, Lafayette; Bill Moody, Lafayette; Leon Wolfe, Lafayette; were present. Ron Benish arrived at 1:37 p.m.

**Others Present:** Cecile McManus, Executive Director; Jan Baker, Financial Officer, Kate Chambers, ADRC Director, Lafayette County.

**Certification of the Meeting-**Baker stated that notice of the meeting was posted at designated public places and emailed to Lafayette County. Let the records show that the meeting was properly posted.

**Approval of the Agenda for Dec. 15, 2010-**A motion was made by Grover to approve the Agenda, seconded by Wolfe. Motion carried.

**Approval of Minutes of the Meeting of November 17, 2010, Board Meeting-**The minutes were reviewed . A motion was made by Grover to approve the minutes, seconded by Bartels. Motion carried.

**Reports from other Board members and members of the audience** None

**Aging Resource Center & County Aging Unit Reports**—Kate Chambers reported that Family Care has relocated to the Lower Level of Subway. Kate brought a sample flashlight that includes batteries in a box. Cecile and Kate are working on putting together an emergency kit for the seniors with the important area telephone numbers, emergency meals, and this flashlight. Kate said that the flashlights were paid for with their ADRC marketing funds. There will be an article in the Upper Horizon with a plan for a total kit to prepare for bad weather. They are printing a 2-page brochure on what to do when there is snow and no power.

**Monthly Reports-possible action - Cash Flow Statement & C.D. Review:** SUN will pay Lafayette County back the \$25,000 loan by December 31, 2010. Moody said that Lafayette County will send SUN a check for \$25,000 Jan. 9, 2011 to help with 2011 cash flow. The C.D. that matures Dec. 23, 2010, for approximately \$9000, will be deposited into our main checking by December 31, 2010, if needed. The interest we will lose is minimal for the short time we should need this money; plan is to purchase a new C.D. in January. **Budget Reports:** Cecile said that we are waiting for \$10,000 from GWAAR; also a Highland individual donated \$100 to SUN at Grandma's Kitchen. She applied to Scenic Rivers for grants last year and this year, and got nothing, although two years ago we received \$500. The equipment expense is shelving for the walkins. Cecile kept raw food purchases down this month so that we would have less to move, and to save costs. Iowa Cty C-2 wages, raw food, and mileage/stipend are over budget. Cecile is to tell us why some costs are up. Staff mileage is under budget because we only had two staff meetings this year. Iowa County- meal counts are down in Mineral Point and Avoca. The manager in Mineral Point is concerned. She says people are ill and in nursing homes, and new people are not coming in. The new Senior Club and more marketing and advertising should help. The food and service is good from the Hodan Center. Cecile reminded the board that this happened in Highland once, where we lost half our participants for a couple months. Lafayette County-South Wayne average meal counts have dipped, but donations are up. Cecile's goal is to work on the meal counts. Grover asked if we have participants

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change from congregate to home delivery seasonally; Cecile said yes, if people are afraid of the weather and don't want to drive, occasionally they will request home delivery. Motion made to approve monthly reports by Moody, seconded by Wolfe. Motion carried.

**Bloomfield Food Contract-Possible Action-** There is a \$2200 increase in the proposed budget to reflect the new cost. Motion to approve Bloomfield food contract made by Grover, seconded by Wolfe. Motion carried.

**Budget for 2011-Possible Action** – Before approving the budget, John Bartels urged Cecile to talk to the Hospital Administrator in Darlington regarding contract meals. He said she may not get the same results as she did talking to the head of dietary. Cecile said the proposed budget increased by 5% from last year. Still the expenses are less than the income. Cecile is hopeful to get the extra .25 donation per meal, and she is nervous about food and gas costs. She said we will have to do more with less. When asked if the 2011 Grants and Fundraisers proposed income was realistic, Cecile said yes, that United Fund and FEMA were close to what she projected last year. Moody said she should get more facility contracts like Belmont-with no rent and the cleaning done for us. Ron reminded Cecile that Iowa County has a grant writer we can use. Motion to approve 2011 budget made by Wolfe; seconded by Bartels. Motion carried.

**Annual Policies to Review** – Motion to approve Sick Leave with no changes, and Pension Plan – XXV.C. Change to read : The SUN Program will match the employee contribution, up to a maximum percentage of 5% of gross wages, to be reviewed each year by the SUN Board of Directors., made by Moody, seconded by Bartels. Motion carried.

**Staff Issues – Possible Action** – None

**Site Reports** – Avoca – The manager put a note in the water bills again that the site may close 1 or 2 days a week due to low participation. The site has mostly home delivery; the manager is talking to all of them. We are waiting to see if they rally again like they did last year. Mineral Point – The manager is worried, says they are doing all they can to get people to come.

**Grant Update** - None.

**Training Request –possible action** -None

**Director's Report** – Cecile will be working on the United Fund Grant that is due in January. She said that we have a little room in the courthouse to clean out yet, and we have freezers that we are not sure where they are going yet. The mealsites have no room for them. We have had van expenses lately, just maintenance. Cecile attended the second WAND meeting this year in November. The first day was on cooking, the second, organization. 70 directors were invited, 40 came. Cecile's wallet was stolen while shopping for SUN at Aldi's in Madison. She reported it to the police. She lost the SUN credit card and \$250 cash.

**Chairperson's Report**– Wished us all Merry Christmas and Happy New 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 19, 2011, at the Health and Human Services Center, 303 W. Chapel St., Dodgeville, WI, Room 1004. Tour at 1:00 pm with meeting immediately following. Grover made a motion to adjourn; Bartels seconded. Motion carried, and the meeting ended at 3:09 pm.