

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**January 19, 2011**

Meeting called to order at 1:07 p.m. by Chairman of the Board, Ron Benish, at the Iowa County Health & Human Services Center, Room 1004, 303 W. Chapel St., Dodgeville, Wisconsin.

**Roll Call:** Ron Benish, Iowa; Daniel Nankee, Iowa; Bill Grover, Iowa; John Bartels, Lafayette; Bill Moody, Lafayette; and Leon Wolfe, Lafayette; were present.

**Others Present:** Cecile McManus, Executive Director; Judy Lindholm, Aging & Disability Resource Center Director, arrived at 2:49 p.m..

**Certification of the Meeting-**McManus 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 January 19, 2011:**—A motion was made by Bartels to approve the Agenda, seconded by Wolfe. Motion carried.

**Approval of Minutes of the Meeting of December 15, 2010, Board Meeting**—The minutes were reviewed . A motion was made by Grover to approve the minutes, seconded by Bartels. Motion carried.

Chairman Benish asked for a consensus to tour the new building at 1:11 p.m. We toured the SUN facilities, ADRC, Extension, Community Room, Social Services, Public Health facilities, and saw the Outdoor Terrace. Chairman Benish called the meeting back to order after the tour at 2:01 p.m.. Everyone enjoyed the tour.

**Reports from other Board members and members of the audience** Moody asked how the \$25,000.00 transaction went: (SUN paying back the Lafayette County loan, and Lafayette County loaning again the \$25,000.00 in January to help with cash flow) Cecile said that the transaction went well

**Aging Resource Center & County Aging Unit Reports** a. Lafayette County, no report. b. Judy Lindholm, Iowa County- Reported that their department was implementing a Transportation Survey for the rural areas, planning to contact approximately 400 clients. Judy also had good news about the HHS Family Care wait list; they had 8 additional slots. The Family Care meals do have a couple in Iowa and Lafayette Counties. Judy cautioned that in one grant, the bill had to be in the plan or it was not paid. Judy commented on the \$2600 Title IIID grant given to the SUN Program (Nutrition Ed., C-1 Iowa \$1141.00). She also mentioned that the ADRC is funding the signage in the new building; 3 signs that she would like to have movement activated with voice. Judy also commented that Governor Scott Walker has a good understanding of the Family Care program.

**Monthly Reports-possible action - Cash Flow Statement & C.D. Review:** Cecile handed out a copy of the Set Aside Funds Accounts and the Check Register since our last meeting. She mentioned that a copy of the C.D. information will be sent out to the committee monthly with reports. Accounts: As of 12/31/10, Total Set Aside was \$149,150.34; (Total CD's \$120175.32, Clare Bank \$25,325.33-draw down as needed, Farmers Savings Bank \$2461.69-Iowa County Savings, and Farmers Savings Bank \$1188.00-Lafayette County Savings). Net Funds Added to Set Aside Year Ended 12/31/10 was \$5890.57. Cash Available 01/19/11 was \$14,787.37. Check Register: The vouchers were higher. Bloomfield had forgotten to bill us for November, so we paid

**Minutes of the Board of Directors Meeting**  
**August 12, 2009**  
**Page 2 of 3**

November and December in December (\$2,853.75). There was discussion on Lafayette Manor (\$2,534.00). The normal expenses are about \$30,000.00 per month. Motion was made to approve the Set Aside Fund Accounts, Cash Flow Statement, and Check Register information by Grover, seconded by Wolfe. Motion Carried. **Budget Reports:** Profit & Loss Budget Performance; Profit was enhanced by the stimulus monies for both counties. Expenses for wages in the specific categories weren't accurate with the splits percentage recorded. A couple of other reasons discussed for higher expenses were the audit, wages, and raw foods being up in price. The SUN program ended up with a loss of \$13,423.75 for the year. Cecile commented that this year could be a more challenging year for balancing the budget, and hopes that the \$.25 increase for the meals will help. Another suggestion on phone expenses was to get cell phone coverage to save on long distance at some of the meal sites. **Volunteers:** It is getting tougher to get volunteers; then the paid workers have to work longer hours. There was discussion on this topic; Has the reduction in volunteers been declining right along? Perhaps we could get a high school class to help at the meal sites in the summer or on holidays. Some of the school papers will put community information in their circulation to school families (Belmont). Some of the churches will have their youth assist the elderly at these meal sites. The SUN Monthly and Year to Date Participant reports were reviewed. Cecile was happy with the donations. A SUN meal participant could get congregate meals cheaper at Darlington than home delivered from the Manor meals with the new suggested donation changes. Motion was made, to approve the Profit and Loss Budget, the Monthly Meals and Participant Numbers for 2010, and the Year to Date Meals and Participants for 2010, by Bartels and seconded by Wolfe. Motion carried.

**GWAAR Allocation Distribution-Possible Action-** GWAAR has changed the way they do their allocations to 65% on the contract in January, and the balance in July. Previously 100% of the allocations were on the January contract. As with last year, more money was appropriated to Iowa, than to Lafayette. Nutrition Service Incentive Program (NSIP) money was mentioned. The Older American Act 55%(Federal), with the State matching 45% was also mentioned. Wisconsin is very generous with the Nutrition Program.

**Insurance Proposal-Possible Action** – Esch Insurance has the coverage for everything besides the vehicles, including workman's comp., for \$7,380.50. The SUN Program will keep the vehicle insurance separate. The motion was made to keep it as it is by Moody, seconded by Wolfe. Motion carried.

**Staff Issues-Possible Action** – a. Shullsburg – The mealsite manager was going to resign, but is staying. Billie loves her people. b. Schedule Evaluation of Director: The evaluation form will be sent out with the monthly packet. There is a list of items to be evaluated; giving a number from 1 to 5 with 5 being best. Board members are asked to complete the evaluation and bring it to the next meeting.

**Site Reports – Possible Action** – a. Darlington; there are 3 managers that live there. Cecile is asking them to encourage the locals to attend the mealsite. The building is an excellent facility, having a fitness center, gymnasium, daycare, and a library. b. Mineral Point; the attendance is down, several participants are ill or in the nursing home. There are problems with parking and snow removal. The parking is marked for Senior Meal Site participants from 10:00 a.m. until 2:00 p.m. County Board Supervisor, Bob Pilling, should be contacted again to assist on the parking issue.

**Grant Update** - Nothing new has been happening with the Four Year Grant proposal; Cecile has had no response from the current inquiries. It was suggested that SUN do the initial contact on a sizeable grant (10,000.00 to \$25,000.00 or more), and then contact the Iowa County Grant Writer, Ricky Rolfsmeyer, to write the grant. Cecile needs to get to the meal sites more, so needs more time to work on new grants. Another grant through "Meals on Wheels", not the Grant Foundation, could give SUN an equipment grant of \$10,000.00 to \$20,000.00 for a different van, if awarded.

**Training Request –possible action** -None

**Director's Report** – None.

**Chairperson's Report**– Chairman Ron and Cecile would work on the \$13,000.00 C.D. that comes due by February 24<sup>th</sup>, to get the highest interest rate.

**Vouchers–Possible Action** Vouchers were presented for signing. Motion to approve the vouchers was made by Bartels and seconded by Moody. Motion carried.

**Next Meeting Dates & Adjournment**–Judy Lindholm has meetings until 2:30 p.m. on our regularly scheduled meeting days; so our next meeting will be Wednesday, February 16, 2011, at 2:30 p.m. in the Health & Human Services Center Room #1004. Motion to adjourn the Meeting was made by Grover, seconded by Wolfe. Motion carried.

DRAFT