

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**June 15, 2011**

Meeting called to order at 2:05 p.m. by Chairman, Ron Benish, at the Health and Human Services Building, 303 W. Chapel St., Dodgeville, WI, Conference Room 1001.

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

**Others Present:** Cecile McManus, Executive Director; Jan Baker, Financial Officer; Darin Smith, Director of Iowa County Social Services; and Bob Kellerman, Executive Director of GWAAR.

**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.

**Election of Officers-possible action**- A motion was made by Nankee to carry Election of Officers to next meeting, seconded by Bartels. Motion carried.

**Approval of the Agenda for June 15, 2011:**- A motion was made by Wolfe to add UW Platteville food contract as Item 15a, and to approve the agenda as amended, seconded by Bartels. Motion carried.

**Approval of Minutes of the Meeting of May 18, 2011 Board Meeting**-A motion was made by Wolfe to approve the minutes, seconded by Nankee. Motion carried.

**Reports from other Board members and members of the audience** Nankee commended Cecile for putting together the useful information contained in the Annual Report.

**Aging Resource Center & County Aging Unit Reports** **a.** For Lafayette County. None. **b.** For Iowa County, None.

**Monthly Reports-possible action** **Cash Flow Statement & C.D. Review:** The reports were reviewed. Our cash on hand is adequate for our immediate needs.  
**Budget Reports:** Cecile noted that our YTD donations are down from what she budgeted, the application letters are in for Emergency Food and Shelter Program, but we haven't heard anything yet. Iowa C-1, and Lafayette C-1 YTD expenses are both under budget, Iowa C-2, and Lafayette C-2 YTD expenses are a little over budget. Our YTD loss is around \$4000. Cecile said the file cabinet expense of \$1250 was not in the budget, and that she has been watching her food costs closely month to

month. Another factor is that our wage expenses are fixed, but there is less participation, therefore less money coming in. She said she hopes to make up the loss **Monthly Participant Numbers:** No gains in Iowa County since last year yet, but, Arena has a couple new people who might eat everyday. Also, any improved participation from moving the Mineral Point mealsite will be reflected on the June reports. Moody questioned if there are sites not serving everyday, which there are, Rewey and Avoca. Blancharville/Argyle, and Benton are doing well. Donations are up in South Wayne. Baker made a new report using the monthly report template, and it reflects the YTD average per site instead of just per county. The board would like this report again. Iowa County attendance is down for YTD and May, Lafayette County attendance is down for May, but up for YTD.. Motion to accept the Monthly Reports made by Moody, seconded by Wolfe. Motion carried.

**Bob Kellerman, Director of GWAAR-Report** GWAAR stands for Greater Wisconsin Agency on Aging Resources, Inc.. It was formed by consolidating 4 aging agencies, for consistency, and so they could hire excellent staff and pay them well. There are 30 – 35 staff, whose territory includes 11 tribes, and all but 2 counties, Dane and Milwaukee. It exists because Wisconsin designated the aging programs to be outside of their governance. This is preferred, because it allows GWAAR the flexibility to advocate. Bob's main job is to lead the advocacy portion of GWAAR. Wisconsin has kept all the Older American Act programs, and made Senior Care and Family Care part of it. It is a non-profit organization whose Board consists of 11 people from around the state. There is also a 9 member advisory board. Bob handed out brochures, and reviewed the programs. Title III, which is the elderly nutrition program, is the largest. New programs are Health Promotion, whose object is to keep people healthy longer-- which would preserve Medicare and Medicaid funds-- another is the Caregiver Support Program. The amount of the allocations each county receives is based on the population of the county. Bob also said the higher the percent of low income people, the higher the allocation. He said he has a soft spot for SUN, and when there are extra funds, he gives them to us. Iowa County is a known entity for both their transportation, and elderly benefit specialists service.

**New Policies: possible action** a. Whistleblower, and b. Board of Director's Conflict of Interest. Motion to move them to the last item on the agenda before adjournment made by Moody, seconded by Wolfe. Motion carried.

**Staff Issues Possible Action** – The Dodgeville home delivery driver left, and the manager is delivering meals while her sub covers the site. This is going well. The Shullsburg manager, who is a cook, is leaving mid-August. She wants to remain as a sub. The Rewey volunteer manager has health issues, and her last day will be June 24<sup>th</sup>. Our raw food delivery driver, John Palan, has resigned due to health issues. Also, the Linden manager might want to work less, in which case we would need to figure out how to get the food to Linden, from Rewey, where she lives. There are issues with the Darlington site.

**Site Report – Possible Action** a. Avoca: Cecile turned in the application to GWAAR on June 1, 2011 for approval to close the site; posted in Avoca that a public meeting was scheduled to discuss this, which was held on June 9, 2011. She brought the notes from the Avoca meeting to the special PAC meeting held on June 10, 2011. She handed out to the board copies of her notes from the Avoca meeting, board minutes from the PAC meeting, and comparison of costs from cooking on site, to catering from the Muscoda site 3 days a week, but providing 5 unduplicated home delivered meals to the Avoca participants. She has found a driver who is willing to do this. Motion to close the cooking site in Avoca made by Nankee, seconded by Wolfe. Motion carried. Motion to use the Muscoda mealsite as our provider for home delivered meals for the Avoca participants made by Moody, seconded by Wolfe. Motion carried. Motion to take on new participants if they call for meals made by Nankee, seconded by Wolfe. Motion carried.

**Grant Update a. Status of New Van –** Van is in use, the air conditioning went out on the old van and we had to rent a van for last week Monday through Wednesday. The temperature was over 90 degrees those days. The vehicle is a Ford Transit Connect. Cecile passed around the picture of the graphics required – Walmart, and Meals on Wheels. She wants to purchase a new van because it has a \$1500 rebate, gets better mileage than a used, and has a 3-yr and 5 yr. warranty. Someone from Virtue Motors will drive the van to the meeting for the Board to see. Cecile would like approval from the Board and papers signed.

**Training Request –possible action** –There is a Meals On Wheels (MOWAA) conference in Chicago that features “Finance for Non-Profits” the end of August that Cecile applied for a scholarship to attend; she received a scholarship for \$600. Registration for the 3-day conference is \$395, and she is looking to share a motel room to try and stay within the money provided. Motion to approve her attending the conference made by Nankee, seconded by Moody. Motion carried. Motion to approve Quickbooks non-profit training, provided onsite by Wegner at \$90/hr, estimated to take four hours, made by Wolfe, seconded by Nankee. Motion carried.

**University of Wisconsin Platteville Contract -** Motion to approve increase in per meal cost from \$3.28 to \$3.35 made by Wolfe, seconded by Bartels. Motion carried.

**Director’s Report –** We received two music grants; Darlington and Blanchardville.

**Chairperson’s Report**– None.

**Vouchers–possible action** Vouchers were presented for signing. Motion to approve the vouchers was made by Moody and seconded by Wolfe. Motion carried.

**New Policies: possible action** – Missed on Agenda.

**Next Meeting Dates & Adjournment**–Next meeting is scheduled for July 20<sup>th</sup>, 2011, at 2:00 p.m., at the Health and Human Services Building in Dodgeville, WI, Conference Room #1001. Motion to adjourn the meeting was made by Nankee, seconded by Wolfe. Motion carried. Meeting ended at 3:30 p.m.