

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

Meeting called to order at 2:05 p.m. by Board 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; Bill Moody, Lafayette, were present. Leon Wolfe, Lafayette County, was absent. Bill Grover, Iowa County, arrived at 3:00 p.m.

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

Certification of the Meeting-Baker stated that notice of the meeting was posted at designated public places. Let the records show that the meeting was properly posted.

Approval of the Agenda for October 19, 2011:- A motion was made by Nankee to approve the agenda, seconded by Moody. Motion carried.

Approval of Minutes of the Meeting September 21, 2011 Board Meeting-A motion was made by Moody to approve the minutes, seconded by Nankee. Motion carried.

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

Aging Resource Center & County Aging Unit Reports a. For Lafayette County. Kate Chambers said that Logisticare has a complaint form that our customers would have to fill out. She also passed on that GWAAR wants to set up an advisory council. Caregiver Renewal is November 15th in Iowa County. They are getting an Americorp "Stepping On" grant, and a volunteer, to keep prevention going. Through Lafayette County, FEMA will give SUN funds, they are waiting for the cash in hand to disperse. b. For Iowa County, Rebecca said that, they are working on "Stepping On" for prevention, also. She also announced that she is the new ADRC Director, and they will be adding two social workers to the ADRC—these social workers run supportive programs. Marylee Olson is the new permanent reception person, and they still have an Intake & Assistance, and an Elderly.Benefit position to fill. The News & Views will have its' first print from the Shopping News the 3rd week of December. Postcards will be sent for notice, and posters will be printed for mealsites. All the residents with Iowa County zipcodes will get the Shopping News with our paper inside. Some people who are not currently getting the paper because they live in outlying areas, will stay on the mailing list. Rebecca is working on

the annual amendment to the 3-year aging plan. There is a volunteer event planned for November 9th, and in November there will be a public hearing regarding a transportation grant.

Monthly Reports-possible action Cash Flow Statement & C.D. Review: The reports were reviewed, no questions were asked. Budget Reports: Cecile reminded the board that in both counties C-2 has a loss, but GWAAR allows us to transfer allocations from C-1 to C-2. Ron said that we need to address Lafayette County's loss. We need to break even; without using Iowa County C.D.'s. Cecile handed out a Direct Cost Per Meal By Site report, and it showed that the lowest cost meal is Avoca, Highland, then Belmont. Becca asked if we do P.R. for the mealsites. Cecile said we have events advertised in the newsletter, and there are radio ads right now, paid for with IIID funds. We also take advantage of the free section in the Chronicle. We are hoping that the new newsletter will bring us more congregates. Monthly Participant Numbers: Reviewed; for participation, South Wayne had the least congregates. Iowa County has 10% less than last year, Lafayette County had the same as last year. The participants donate well. Bartels made a motion to approve the monthly reports, seconded by Nankee. Motion carried.

Budget-Preliminary proposal Cecile handed out her proposed budget, along with notes explaining the changes from the previous proposal. Bartels made a motion to tentatively approve it, seconded by Nankee. Motion carried.

Surveys – Update; Evening Meals Cecile received 25 to 30 surveys back. Some statistics were that ½ said an evening meal is ok, and more than ½ said no to breakfast. Ron said there is no interest in Highland for an evening meal during the winter, but once in a while during the summer is welcome. Also, the surveys showed that the perception is that SUN is a low income program. Grover said that a family night evening meal in the summer needs to have a net profit, and should be used as a tool to build community and broaden our base. It was mentioned that we should think about getting a grant for this. Nankee's group, who have breakfast together at Grandma's Kitchen, liked the SUN menu.

Staff Issues – Possible Action A couple of our managers have health issues right now. The new Shullsburg manager is training a sub.

Site Report – Possible Action None.

New Policies: Possible Action a. Whistleblower – The board reviewed a sample WhistleBlower Policy, drafted by the 2008 Council of Nonprofit Associations and personalized for SUN by Jan Baker. Bartels made a motion to approve it, with the following change: naming the Audit Committee as the Sun Board of Directors and one PAC representative; seconded by Nankee. Motion carried. **b. Grievance Procedure for Participants** – Motion to approve the Grievance Procedure, previously approved by the PAC, made by Moody, seconded by Grover. Motion carried.

Grant Update - Cecile said that the graphics and publicity for the Ford Transit Van Grant needs to be done by the end of November. She showed the vans' advertising mock up for the boards' input. Cecile handed out an email from a UW Platteville teacher who has students who could assist in searching for grants and donations the last half of the semester. Cecile is applying for a grant for home delivery costs from the Biddick Foundation.

Training Request – possible action – None.

Director's Report – Cecile handed out the agenda for the 10/20/11 staff fall training for mealsite managers which will be held in our building. The state dietitians and other speakers will be here. She checked on, and informed us about, the free venison program-- hunters can donate deer where they will get tested for CWD and processed, at Dicks, Black Earth Meats, and Belmont Meats. This is made possible through a Target Hunger grant, and the Wisconsin Deer Abatement Program. The 2010 Federal Form 990 draft was mailed to the board; there were no questions. Cecile said that the 5500 (Pension Plan Report), and 990T (for healthcare credit) will be filed electronically.

Chairperson's Report - Ron received a letter from Mike Glasgow regarding the recent nutrition assessment. He said that Cecile received a glowing report, and that Mike was impressed with the Highland and Belmont sites. He congratulated Cecile.

Vouchers–possible action Vouchers were presented for signing. Motion to approve the vouchers was made by Nankee, seconded by Grover. Motion carried.

Next Meeting Dates & Adjournment–Next meeting is scheduled for Wednesday, November 16th, 2011, at 2:00 p.m., at the Health and Human Services Building in Dodgeville, WI, Conference Room #1001. Motion to adjourn made by Bartels; seconded by Moody. Motion carried. Meeting ended at 4:00 p.m.