

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**February 15, 2012**

Meeting called to order at 1:03 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 County; Dan Nankee, Iowa County; Bill Grover, Iowa County; John Bartels, Lafayette County; Leon Wolfe, Lafayette County, were present. Bill Moody, Lafayette County, was absent.

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

**Certification of Compliance with Open Meeting Law**- 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 February 15, 2012**- A motion to approve the agenda made by Bartels; seconded by Grover. Motion carried.

**Approval of the Minutes of the January 18, 2012 Board Meeting**-A motion was made by Wolfe to approve the minutes, seconded by Bartels. Grover abstained. Motion carried.

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

**Aging Resource Center & County Aging Unit Reports**- a. For Lafayette County- Per Kate, they are starting their 2012 projects. Two new buses will be ordered- one large, and one medium. They still need storage for the buses. They want something donated, and close to the facilities. AARP tax aides are still volunteering in Argyle and Darlington. Ron questioned Kate as to whether or not she was aware that SUN needs a cushion of funds so we don't use all of our set-aside. She said that she has talked to Rebecca Wetter; Iowa County ADRC Director, Tom Slaney; Iowa County Director of Social Services, and Shane; Lafayette County Human Services Director, regarding our need of funds. Cecile offered to fill them in on the history of SUN, including where our set-aside came from, if needed. Per Cecile, Bob Kellerman will send her information on criteria regarding allocations, and possibly come to a board meeting. Grover asked Cecile to gather data from other counties, to see how their elderly nutrition programs are funded. He also said we should take into account inflation when preparing the budget. b. For Iowa County-No representative.

**Monthly Reports-Possible action-** Cash Flow Statement & C.D. Review: Our cash situation is good –partly because we received advances on allocations. The only change since last month to set-aside funds was the monthly addition of interest income. Two C.D.'s are due -- Royal Bank of \$14,524.38, and Anchor Bank of \$25,995.31. Ron and Cecile will place them where we can get the best interest rate, possibly moving the Anchor Bank C.D. to FNB Darlington for 18 months at 1% interest, and putting the Royal Bank C.D. in our Money Market Account. Budget Reports: Phone/Postage/Copies are high because we are billed, and we pay, quarterly, and we sent out a lot of material the last quarter of 2011. Equipment is high because we purchased reusable trays for Dodgeville to save money on Other Consumables. Our loss of \$5678.82 is due to paying our annual insurance bill of approximately \$6500. Monthly Participant Numbers: Highland breakfast is down. Ron said he ate breakfast there last week, and was given two possible reasons for the decrease: Some of the elderly have gone to warmer places for the winter, and the others will come out as soon as it feels like spring. Grover asked if we can split the donations into home delivered and congregate, on the report, and we can. Motion to approve the monthly reports made by Wolfe; seconded by Grover. Motion carried.

**Consideration of Increase in Suggested Donation for Home Delivery –**

**Possible Action-** For home delivery costs, the drivers are paid the maximum stipend we pay per meal, which is 45 cents, and it has been at that price since gas went over \$2.75/gallon in 2010. Also, disposables have cost more. At the PAC meeting last week the committee approved increasing the suggested donation of a home-delivered meal by 25 cents. Motion by Bartels to increase the home delivered suggested donation per meal by 25 cents, effective March 1, 2012; seconded by Wolfe. Motion carried.

**Staff Issues – Possible Action-** a. Blanchardville –Judy Sardeson is back to work as of February 6, 2012, with a doctors note of approval. The previous sub is still subbing for activity days. However, the first day there was an activity scheduled, there was apparently a miscommunication between her and Judy, and she was not happy that she had opened up her schedule and didn't sub that day. Judy said she will let Cecile know if her health starts to suffer again. b. Darlington – Irv's last day was February 3<sup>rd</sup>, and his retirement party at the mealsite is February 16<sup>th</sup>. Cecile received four applications for the open position, and plans to interview early next week. C. 1. Evaluation of Director moved to end of meeting.

**Site Report – Possible Action-** SUN transferred two freezers to Arena from Avoca and South Wayne, former cooking sites. One was donated to the food pantry, and the other is for our mealsite.

**Grant Update -** Cecile applied for a grant for music at Darlington. She will find out at the reception how much we are awarded. She told the board she will work on grants Friday. If she gets an intern this summer, she would want her to research grants, but Cecile would write the grants, and the intern could assist with fundraising, also. We speculated whether that would be 40 hours/week all summer long. Ron

said she needs someone capable of writing a grant – Cecile said that would be ok, but she would have to give them a lot of information.

**Training Request –Possible action**– None.

**Director’s Report** – Cecile’s goal is to get to each site in March, which is National Nutrition Month. She is trying to get to the sites more often. On Valentine’s day she dined at the Belmont mealsite, and educated them about dark chocolate. She made a fondue, and there was fruit and cake to dip. She said they enjoyed it and went back for seconds. She said we need to have nutrition education four times a year, and the extension educators, Donna Peterson and Mary Knellwolf, provide some of that.

**Chairperson’s Report** - None

**Vouchers–Possible action**- Vouchers were presented for signing. Motion to approve the vouchers was made by Nankee, seconded by Bartels. Motion carried.

**C. 1. Evaluation of Director** - Roll Call to go into closed session at 2:26 p.m. Present were Benish, Nankee, Grover, Bartels, and Wolfe.

**Next Meeting Dates & Adjournment**– Next meeting is scheduled for Wednesday, March 21, 2012, at 2:00 p.m., at the Health and Human Services Building in Dodgeville, WI, Conference Room #2001. Meeting adjourned at 3:45 p.m.