

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

Meeting called to order at 1:00 p.m. by Board Chairman, Ron Benish, at the Iowa County HHS Building located at 303 W. Chapel St., Dodgeville, WI, Conference Room 1001.

**Roll Call**- Ron Benish, Iowa County; Dan Nankee, Iowa County; Marjorie Bomkamp, Iowa County; John Bartels, Lafayette County; Carol Korn, Lafayette County; and Leon Wolfe, Lafayette County were present.

**Others Present**- Cecile McManus, Executive Director; Jan Baker, Financial Officer; Tom Slaney, Iowa County HHS Director; and Curt Kephart, Iowa County Administrator, were present.

**Certification of Compliance with Open Meeting Law**- Baker stated that notice of the meeting was posted at designated public places on Friday, November 9, 2012. Let the records show that the meeting was properly posted.

**Approval of the Agenda for November 15, 2012**- Motion to approve the agenda made by Korn; seconded by Bomkamp. Motion carried.

**Approval of the Minutes of the October 18, 2012 Board Meeting**- Motion to approve the minutes made by Wolfe; seconded by Nankee. Motion carried.

**Reports from other Board members and members of the audience**- Dan Nankee said November 5<sup>th</sup> through 9<sup>th</sup> was national school meals week. Regarding food challenges, he said he had heard that one school spent more money on food, but, the kids started eating at school again because it was more appealing. He also said he had asked Keith Hurlbert, Iowa County emergency management director, about getting a grant. Tom Slaney explained that EFSP (also known as Emergency Food and Shelter Program) decreased funding in 2012. John Bartels requested that we always meet in this building (303 W. Chapel St.).

**Aging Resource Center & County Aging Unit Reports**- a. For Lafayette County- No report. b. Iowa County- No report. Tom Slaney said Rebecca was unable to attend because she was at a Caregiver support event in Platteville.

**Monthly Reports-Possible action**- Cash Flow Statement & C.D. Review: Reviewed handouts. No questions asked. Budget Reports: Participant donations fall more behind every month – Cecile said she was overly optimistic budgeting donations. We have a new Family Care participant in Lafayette County and we hope to get more. Cecile said we won't meet the budgeted income of \$417,000 in 2012. Bartels and

Wolfe said Lafayette County thinks we will need funds from them in the future. Curt Kephart said the Iowa County Board thinks we could look at other ways to save money. Cecile said that they should talk to her and Ron. It was brought up that maybe participants didn't know what our full costs are, but Cecile said that the full cost of the meal is posted at every mealsite. Cecile said half the participants perceive this as a low-income program. We need to increase income or reduce expenses. The loss is Lafayette County – Iowa County will show income. Monthly Participant Numbers: Mineral Point will be moving back to the Senior Center at City Hall December 1<sup>st</sup>. Perhaps that will increase participation there. Motion to accept the monthly reports made by Bartels; seconded by Nankee. Motion carried.

**2013 Budget – Possible Action – Proposed** Budget was reviewed. Cecile made some changes from last month's proposed budget. She increased anticipated mileage donations – she asked for \$50 per month for each daily Lafayette County rural route participant. The budget also included the 25 cent per meal suggested donation increase. Travel, office supplies, and pension numbers are based on usage in 2012. Cecile reduced Phone/postage/copies because it won't include nutrition education color copy costs. She may reduce raw food costs based on Benton reducing their raw food costs. Income needs to be reduced by \$1260. Cecile said there are more options and changes we could explore. Ron said to include a new proposed budget for possible action at the December meeting. Tom Slaney had the board review a site cost expense worksheet that Jan had prepared. He wanted to point out that the per meal food cost is only a portion of each mealsite's expenses. After you factor in wages, transportation, other consumables, etc., and the direct cost per meal is identified, the mealsite with the highest food cost per meal could end up being on the lower end for direct cost per meal. Ron thanked Tom for his help. Tom and Curt excused themselves at 2:32 p.m.

**Consideration of Increase in Suggested Donation – possible action** At the recent Policy Advisory Committee (PAC) meeting Cecile suggested a 50 cent per meal increase in the suggested donation for both congregate and home delivered meals. The PAC board approved a 25 cent increase. Motion by Bartels to increase suggested donation by 25 cents for both congregate and home-delivered meals; seconded by Wolfe. Motion carried.

**Annual Policy Reviews – possible action** Passed out copies for board to review. Ron said to put this on the December board meeting agenda.

**Staff or Site Issues-possible action** The Mineral Point Senior Center is a 9x13 room. SUN will move there December 1<sup>st</sup>. Cecile said SUN can use the Community Room for larger days.

**Grant Update -** Cecile heard that the Jenny Olson fund will not be giving us anything-- she asked for \$20,000. She is waiting to hear from the Biddick foundation. She was encouraged to apply for a \$500 Kiwanis Grant, which she did. John wants the Lafayette County Board and Cecile to meet with a wealthy family to

see if they would be interested in donating to our program. Ron thanked Cecile for her efforts.

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

**Director’s Report** – Cecile will be on vacation Thanksgiving week. Marlin Harms’ intern is looking at Grant Search – Cecile said the intern won’t have time to write a grant, but she can search.

**Chairperson’s Report** - None.

**Vouchers–Possible action-** Vouchers were presented for signing. Motion to approve the vouchers was made by Wolfe; seconded by Korn. Motion carried.

**Next Meeting Dates & Adjournment**– Next meeting is scheduled for Thursday, December 20, 2012, at 1:00 p.m., at the HHS Building located at 303 W. Chapel St., Dodgeville WI, Room 1001. Motion to adjourn the meeting made by Wolfe; seconded by Nankee. Motion carried. Meeting adjourned at 3:00 p.m.