

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
February 22, 2013

Meeting called to order at 1:00 p.m. by Board Chairman, Ron Benish, at the Health and Human Services Building, 303 W. Chapel St., Dodgeville, WI, Conference Room 2001.

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

Others Present- Cecile McManus, Executive Director; Jan Baker, Financial Officer; and Valerie Hiltbrand, Information and Assistance Specialist with the ADRC, Iowa 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 21, 2013- A motion to approve the agenda made by Nankee; seconded by Wolfe. Motion carried.

Approval of the Minutes of the January 17, 2013 Board Meeting A motion was made by Korn to approve the minutes, seconded by Wolfe. Motion carried.

Reports from other Board members and members of the audience- Ron commended Cecile for the Arena Soup and Sandwich Fundraiser. It was well attended, and the food was very good. He also commended Dan and Marge for attending it. He thanked Carol, Leon and John for going to the PAC meeting on February 14th in Darlington. 55 people were present, and it was a fun event. He said he realizes with gas prices high that everyone cannot attend everything, and he appreciates the efforts the SUN Board makes to go to what they can.

Aging Resource Center & County Aging Unit Reports- a. For Lafayette County- No report. b. For Iowa County-Valerie Hiltbrand reported that AARP will be here to offer tax preparation to seniors on Thursdays until April 11, 2013. The ADRC has tried to make their waiting area more welcoming, and easier to maneuver. She also said the ADRC is focusing on prevention programs, and plans to partner with other agencies on this.

Monthly Reports-Possible action- Cash Flow Statement & C.D. Review: The cash flow report shows that we have enough cash available right now because we received

the \$34,000 in county levy, and we received the \$25,000 advance from Lafayette County. We won't be taking the GWAAR prepayments since we are ahead on income. The only change to the C.D. review since last month is adding some interest. Our total set-aside is \$80,741.71. Our next C.D. available matures 08/29/13. Budget Reports: Jan added 2 columns to our Budget Report, one showing the dollar amount of our goal, and the other showing the amount we were over or short the goal. Our goal for each month is to receive 1/12 of the annual anticipated donations and family care income. We also plan to spend 1/12 of the annual anticipated expenses for raw food and contracted food. For January, 2013, we were short the goal on donations and family care income by \$3020.95, and short on raw and contracted food expenses by \$3633.22. This is favorable, because we spent \$612.27 less on these variables than we brought in. Monthly Participant Numbers: Mineral Point congregate attendance was poor in January. We were offered the use of the conference room for meals if we exceed the number of people who can fit in the senior room. Ron asked if we could close down Mineral Point if it doesn't improve. Belmont home delivery is down. Lafayette County served 200 more than Iowa County in January. Motion to approve the monthly reports made by Nankee; seconded by Wolfe. Motion carried.

Facilities Agreements – Possible Action - Cecile has received all but Rewey's agreements back. Before it is approved, she is investigating previous Benton agreements to see if the wording they added was on any of them. Cecile passed around the Mineral Point agreement for the board to review. The agreement says they won't allow food in the community room without prior approval. The board suggested we add language that means "if needed, the community room will be available for SUN's use".

2013 Budget – Possible Action - The proposed budget was changed from last month to reflect the \$5997 in income cut from GWAAR allocations. Based on 2012 meals served, our allocations were an average of \$4.12 per meal. With the reduction in allocations, if we served the same amount of meals in 2013 as we did in 2012, our allocations would be an average of \$3.80 per meal. Allocations are based on the county population factors, not how many meals we serve. SUN total average cost per meal in 2011 was \$10.63. To make up in the budget the reduction in allocations, income was added to Family Care, Local Income/Fundraisers, and Grants. Expenses were not changed. This left us a budget of \$113 income over expenses. Ron said this is not acceptable; we should have a \$3000 to \$4000 cushion for a "bump in the road". He is concerned that everytime Cecile drafts a budget we rely heavily on donations and grants. Ron asked if she could cut at least \$2000 so at the end of 2013 we aren't in the red again. He reminded her that in 2012 we took \$47,000 from our setaside funds, our income was under budget by \$29,000 (mostly donations and grants), we were over budget in expenses by \$17,000 (mostly contracted food, due to serving more meals), and our total cash loss was \$43,958.79. In 2013 Hodan and Grandma's Kitchen also have a 25 cent increase in per meal cost (contracted food). Nankee reminded us that she has already adjusted the budget by \$6000 since the last meeting. Cecile said that just this morning she learned that we will be getting \$800 from EFSP for Iowa County. This income was not in her budget.

She is also applying for other grants that are not already in the budgeted income. Motion to send the 2013 budget back to Cecile for further review and to give us a cushion of \$1000 to \$2000 made by Wolfe; seconded by Nankee. Motion carried.

Staff or Site Issues – Possible Action- a. Schedule evaluation of Director. Motion to postpone the scheduled evaluation until the March board meeting so we can have the absent board members input made by Nankee; seconded by Wolfe. Motion carried.

Grant Update - EFSP of Iowa County is giving us a grant of \$818, and EFSP of Lafayette County is giving us a grant of \$1,400. We need to spend these on food. Cecile hasn't heard from United Fund yet. She asked for \$5000 from Piggly Wiggly. In April, she will apply again for a Biddick Foundation Grant, in May, an Alliant Foundation Grant, and in the fall, a Salvation Army Grant. She wants to apply for Dubuque Racing grants for towns, not just our program in general. Belmont Senior Group gave us \$500 to go toward the almost \$1000 cooler repair needed there.

Training Request –Possible action- Cecile has WAND (Wisconsin Area Nutrition Directors) training in April. She needs to go up the night before since she is an officer.

Director's Report – They served 85 people at the Arena Fundraiser. It was a lot of work for Mona, the site cook/manager. The local VFW helped her. Everyone said that the event was well publicized. Ron said we should do something like this at our Dodgeville site.

Chairperson's Report - None

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

Next Meeting Dates & Adjournment- Next meeting is scheduled for Thursday, March 21, 2013, at 1:00 p.m., at the Health and Human Services Building in Dodgeville, WI, Conference Room #2001. Motion to adjourn made by Korn; seconded by Nankee. Motion carried. Meeting adjourned at 2:49 p.m.