

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
July 18, 2013

Meeting called to order at 1:00 p.m. by Board Chairman, Ron Benish, at the Health & Human Services Building, 303 W. Chapel St., Dodgeville, WI, Room 1001, at 1:00 P.M.

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

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

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 July 18, 2013- A motion to approve the agenda made by Bartels; seconded by Nankee. Motion carried.

Approval of the Minutes of the June 20, 2013 Board Meeting A motion was made by Korn to approve the minutes; seconded by Bomkamp. Motion carried.

Reports from other Board members and members of the audience- Carol asked a local business, Truck Country, for a donation and they offered to give us \$1000. We just need to send a donation request letter, send thanks, and put it in the News and Views. The donation request letter should include the number of meals we serve in both counties, and our site locations. For ongoing donations, Cecile should ask for next year's donation with the thank you letter. John said that Kate won the state Human Services Award in June. Everyone congratulated her.

Aging Resource Center & County Aging Unit Reports- a. For Lafayette County- Kate reported that Senior Day attendance at the Lafayette County fair was down-- probably because it wasn't free this year. 13 people are attending and enjoying the Stepping On class in Shullsburg. For transportation, MTM replaces Logisticare August 1st. The phone numbers won't change, and the guidelines are not as stringent. Iowa and Lafayette counties are not providers for them. b. For Iowa County- Rebecca reported that a new I&A Specialist has been hired and her name is Brittany. For prevention, the Walk with Ease class in Avoca had 10 participants, and the Living Well class in Dodgeville had 15.

The Living Well group wanted to continue to meet monthly. Donna Peterson, a UW Extension educator in Iowa County, will talk to them one month. The Stepping On class that begins July 31st in Dodgeville is full. Rebecca said that seniors have said positive things about SUN in Dodgeville, and that they support the program, but they don't use it because they are penny pinchers. She encouraged them to bring a friend and try it.

Monthly Reports-Possible action- Cash Flow Statement & C.D. Review: Jan's cashflow statement showed that we have enough cash in our main account to get through the month. We have a C.D. for \$26,001 maturing 08/29/13. The Cash Flow Projection Jan sent to the board that projects SUN receiving low donations, yet spending all the budgeted expenses, has us looking to be \$30,000 behind at year end. We believe this would be the worst case. Jan handed out two more projections that show we could be short \$11,000 to \$20,000. Ron thanked her for the projections. He said our budget needs a cushion of \$12,000 to \$25,000. August 13th Cecile has a meeting set-up for program change suggestions that includes Mike Glasgow, Sara Saye, Kate Chambers, Shane Schumacher, Rebecca Wetter, and Tom Slaney. We will review them when the board meets August 15th. Budget Reports: For income, we are ahead of budget on Family Care, and under on participant donations. Our donations fluctuate with our meal counts, which are down. We will start sending statements to all our home-delivered participants so the drivers won't have to handle money. The auditors suggested this. We don't know if this change will make donations better, worse, or the same. For expenses, we are under budget on raw and contracted food. Our net loss of these variables is \$5319.87 year to date. We had \$900 in extra van repairs. Rebecca wants to know how much we are giving them back for prevention funds as soon as possible. Monthly Participant Numbers: Dodgeville home delivered counts are up; Cecile said possibly because we get hospital referrals and our van has advertising on it now. Belmont, where all the variables are positive per Cecile, even has lower counts. Bartels said Lafayette is a conservative county. Year to date both counties are down from last year. Motion to approve the monthly reports made by Wolfe; seconded by Bartels. Motion carried.

Staff or Site Issues – possible action – a) Shullsburg-Shared manager position – July 31st will be Jackie Wood's last day. Two subs, Heather and Billie, want to share the position, each working 2 days one week and 3 the other. They won't be eligible for any benefits. Cecile thinks this should work out fine. Current staff is notified first she said. B) Health Insurance Update – Financial/Office position - The renewal premium for the current Dean plan for Jan and her husband increases September 1st by \$119 per month. The board asked to wait until next month for action.

Rebecca and Kate excused themselves at 2:15. Jason Stephens and Danielle Moyer, with Wegner CPA's, arrived during Staff or Site Issues discussion.

Auditor's Report Wegner CPA'S & Consultants - Jason led us through a review of our 2012 audit and our financial statements. Our audit report is unqualified, which

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is good, with no material weakness or management letter needed. Jason said we made the change from accounts to classes, which they had suggested we make on the previous year audit report. For 2012, Jan was given the accrual entries to make and there were no issues. In reviewing our financial statements, Jason pointed out that our assets declined \$40,000 in 2012. Comparing 2011 to 2012, our expenses decreased but our income decreased more. Jason offered to do some analyzing and forward the reports to us. He noted that our expenses are 18% management and 82% program. He said this is around average for a non-profit. Ron thanked them for coming and they excused themselves.

County Levy Funds – Possible action – John Bartels said he told the chairman of Lafayette County finance committee that we would come for money. He feels positive we will get a nice amount. We would need \$44,000 at least for 2014 if we don't make any changes per Leon. We need to have a total next month.

Directors Report – Cecile reported that the Village of Arena gave us \$500, and the Iowa County Cattleman's Association will be giving us \$4000 next week. Regarding our UW Platteville food contract question from last meeting, there is a 60 – 90 day notice required for termination. Grant County will only charge us \$1.00 per day for delivering food to Rewey. In the past it was \$10.00 per day. The mealsite steak cookouts are Thursday, except for Linden and Rewey's which are Friday. Cecile said she forgot to report this previously, but Emmett Schwartz had an accident the end of April with our Ford Transit. It was turned in to our insurance company. There was no damage to our vehicle, but Emmett feels bad. Mike Glasgow with GWAAR told Cecile to bring both ADRC directors and their bosses to the meeting we will have with him on August 13th. Cecile is looking forward to this meeting and she said the board is welcome to sit in. Leon suggested she get the levy amounts for Grant, Green, and Richland counties' nutrition programs. In October, both counties will have Thrivent milkjugs around their towns to collect donations for SUN. Also, for fundraising, a couple of sites agreed to sell frozen pies from Sysco. She said there are about 50 varieties to choose from. Cecile added in-kind for our newsletters to the Annual Report.

Grant Update Cecile requested \$1200 from Alliant to fund a volunteer event, but hasn't heard back yet.

Training Request – Possible action – None.

Chairperson's Report – Ron said the August 13th meeting includes Mike, Becca, Kate, Shane, Tom and SUN staff. He wants Cecile to call everyone if it's a closed meeting. Otherwise, they can attend. It starts at 1 p.m. in Iowa County HHS Building, Room 1001.

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, August 15, 2013, at the Shullsburg mealsite in the Community Townsend Center at 190 N. Judgement Street at 1 p.m. Motion to adjourn made by Bomkamp; seconded by Nankee. Motion carried. Meeting adjourned at 3:10 p.m.

DRAFT