

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
July 17, 2014

Meeting called to order at 2:00 p.m. by Board Chairman, Leon Wolfe, at the Health and Human Services Building, 303 W. Chapel St., Dodgeville, WI, in the Community Room.

Roll Call- Jeremy Meek, 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. Also Quinn Mitchell and Eric Bradley, Senior CPA's with Johnson Block and Company.

Certification of Compliance with Open Meeting Law- Baker stated that notice of the meeting was posted at designated public places 24 hours ago. Let the records show that the meeting was properly posted.

Approval of the Agenda for July 17, 2014 *Motion to approve the agenda made by Bartels; seconded by Bomkamp. Motion carried.*

Approval of the Minutes of the June 19, 2014 Board Meeting *A motion was made by Nankee to approve the minutes; seconded by Bartels. Motion carried.*

Reports from other Board members and members of the audience- Nankee said he received a \$50 donation from the Highland Bank. Cecile said there was no charge for the plant sent for Judy Sardeson's funeral. White Rose Florist had missed putting flowers in as Cecile had requested, so instead of adjusting the invoice they said it was free. Nankee told our board chairman that SUN employees have not had a wage increase for over 18 months. Wolfe said we will go into closed session at the August meeting to talk about budget for wages.

Aging Resource Center & County Aging Unit Reports- a. For Lafayette County- Leon said there was a good crowd at Senior Day at the fair. Local businesses paid their admissions, and there are extra admission funds for next year. The ADRC, COA, Public Nurse, and Extension were represented. There was live music and a pie competition. Pieces of pie with ice-cream were given away to eat. For Iowa County- Rebecca reported that for wellness and prevention evidence-based program expansion, there is hospital staff being trained as leaders also. There is regional ADRC training annually with lunch and a team-building activity. On July 31st there is the driver escort annual

training which includes lunch and information on first-aid, dementia, etc. For outreach, at Farmer's Appreciation Day in Dodgeville they had a booth, and at the Dodgeville mealsite they had the Farmers' Market voucher sign-up.

Monthly Reports-Possible action- Cash Flow Statement & C.D. Review: Jan's cashflow statement showed that we have cash on hand of \$40,805.58, and her projection showed we should have a cash balance of \$17,294.58 at year-end. The setaside of \$82,223.60 includes the \$10,000 we put into a premium savings account last year. Jan reminded the board that Ron Benish had said we might consider putting that \$10,000 where it could make more money. The board felt the interest offered is so low now that it's not worth pursuing. Budget Reports: Year to date net variance income versus expenses of \$6329.40 is favorable. Cecile said sending donation statements from the office works well for collecting funds. She said we are way under budget on contracted food, and it is because we are not serving as many meals as she had budgeted for. The Dodgeville van exhaust repair cost \$1628.77. Monthly Participant Numbers: From this month last year, Linden meal counts are up, Dodgeville is down, Blanchardville is up, Shullsburg is down. Average per day total for Iowa County in June 2013 was 74, in June 2014 it's 73. Lafayette County in June 2013 was 75, in June 2014 it's 91. Iowa County year to date donations are down \$3000 from this time last year. Lafayette County donations are up \$5000 from this time last year. *Motion to approve the monthly reports made by Korn; seconded by Bomkamp. Motion carried.*

Audit Report – Johnson & Block Representative – Quinn, our field auditor, reported that our audit has an "Unmodified Opinion", which is the best you can have, with no noncompliances noted. She led us through her report, and made the comment that 38% of our income is from GWAAR. The board thanked Jan, and Leon congratulated her on the audit going so smoothly.

UW Platteville Meal Contract – possible action No contract received yet, no action needed. Put on agenda next month.

Staff or Site Issues: Billie has been working fulltime at the shared position in Shullsburg. She plans on doing this until Heather, whose husband is seriously ill, returns to work.

Annual Letter of Appeal: Follow-up Cecile handed out another letter draft where she added a name and address, at the advice of a potential donor. The letter from Wilson is nice, and we would like a letter from a Lafayette County person as well. We talked about making a letter to send to churches. The plan is to have the letter ready to mail the end of August. We will have extra copies if someone prefers to hand-deliver a letter. It would be good to have a story in the newspaper that could come out before our letter. Rebecca said the Annual Senior Fair is being held at the Dodgeville mealsite in September with the hope that it draws 100 people so that more seniors will see the mealsite. It was brought up that the Shullsburg banks

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already donate monthly for the birthday party day. We will update the list again for our next board meeting.

Directors Report Cecile reported that our regions for annual fall training of dining room managers have changed. We were Iowa, Lafayette, Grant, Green, and Richland. Richland County was taken away, and Dane, Rock, and Jefferson were added. Arena Manor bought \$1193 of commercial grade shelving for SUN to use. We purchased it from Sysco and they will reimburse us. Cecile said that we sent a survey asking for comments (along with their donation statements) to the participants of Blanchardville, Highland, and Mineral Point; the three sites that have no full-time managers. She said we will be doing this quarterly. Cecile talked to the budget person at Lafayette County about asking for 2015 levy; she said Cecile needs to approach the Human Services committee. Cecile will be gone 7/31/14 through 8/04/14 on a fishing trip.

Grant Report Cecile reported that she is waiting to hear about the Alliant Grant. We would use it to pay for our volunteer event, the same as last year. We may have it at Dodge-Point Country Club on September 18th.

Training Request –Possible action– None.

Chairperson’s Report - Leon said that the contribution letter is on a “good trip”. We hope it’s worth the bumps.

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

Next Meeting Dates & Adjournment– Next meeting is scheduled for Wednesday, August 27, 2014, immediately following our noon lunch at the Darlington mealsite, which is located at 627 Main St., Darlington, WI . Motion to adjourn made by Korn; seconded by Bartels. Motion carried. Meeting adjourned at 3:50 p.m.