

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
September 18, 2014

1. Meeting called to order at 1:35 p.m. by Board Chairman, Leon Wolfe, at the Dodge Point Country Club, 1771 County Hwy YD, WI, in the banquet room.
2. **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; Kate Chambers, Lafayette County ADRC; and Rebecca Wetter, Iowa County ADRC.

3. **Certification of Compliance with Open Meeting Law**- Baker stated that notice of the meeting was posted at designated public places 7 days ago. Let the records show that the meeting was properly posted.
4. **Approval of the Agenda for September 18, 2014** *Motion to approve the agenda made by Bartels; seconded by Meek. Motion carried.*
5. **Approval of the Minutes of the August 27, 2014 Board Meeting** *A motion was made by Korn to approve the minutes; seconded by Bomkamp. Motion carried.*
6. **Reports from other Board members and members of the audience**- None
7. **Aging Resource Center & County Aging Unit Reports**- a. For Lafayette County- Kate reported two workshops, Stepping On and Powerful Tools for Caregivers, are starting. Also, they need an Intake and Assistance Specialist. They have 12 applicants and will interview October 10th. For Iowa County- Rebecca brought Health and Wellness Expo posters. She said that the last 2 expos were in-house and over 100 people attended. This year the event is being held at Hidden Valley Church to advertise our mealsite there. There will be over 40 vendors, live radio broadcasting, drawing for a KindleFire, and breakfast items selling for 50 cents each. Cecile will help with that. The Living Well with Chronic Conditions workshop, in conjunction with Uplands Health, started September 3rd. The Stepping On workshop starts September 30th and it is full. Rebecca said the Elderly Benefit Specialists are preparing for Medicare Part D. signup.
8. **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 which is good. We had a C.D. at FNB Darlington mature 08/29/14 for \$16,467.37. It was reinvested in its entirety for 12 months. Budget Reports: Our net variance income versus expenses of \$9,909.12 is favorable. Cecile said for we are a little under on income and wages. She had budgeted wages for Blanchardville and Mineral Point that are not used. We are under on contracted food. She said August was a good month. Iowa County net income was \$3,817.90 and Lafayette County net income was (\$665.24). Rebecca asked why the difference and Cecile said Iowa County gets more allocations but Lafayette County serves more meals. Cecile reported that we worked with the ADRC to serve a rural couple. Rebecca said that in the past people in the country were told they can't have meals delivered. She asked if we had pockets of the county without drivers. Cecile said the Barneveld, Hollandale, and Ridgeway areas are not served currently. Monthly Participant Numbers: From this month last year, Dodgeville is down. Lafayette mealsites are up overall. Also the average donation is really good. *Motion to approve the monthly reports made by Nankee; seconded by Bartels. Motion carried.*

9. **2015 Budget-Preliminary Proposal** For expenses, Cecile added a 5% raise for everyone. It's not an increase from the 2014 budget for mealsite costs, because there were wages in the budget that we aren't paying. Health insurance and deductible decreased a lot. She increased the outreach account by \$500 so we have it to spend on our volunteer event. For income, there is no word about allocations yet so she kept it the same as last budget. She increased the local income budget and, because we aren't receiving it, she decreased the mileage income budget. Rebecca asked if it would hurt our program if we didn't have Family Care. Our contract is for \$8.75 per meal.
10. **Meal cost for Under 60 Disabled Persons – possible action:** SUN policy says charge \$6.50 per meal. It has been that rate for years. \$ 11.73 is our total meal cost. After a little discussion, it was tabled. Jan will get the total count of these meals for the last 12 months for the next meeting. Per Cecile, Sara Koenig, state dietician, recommended getting the full cost for these meals.
11. **Staff or Site Issues** a. Highland : The Village of Highland will discontinue paying the \$100 monthly rent to the owner of the building where we have our mealsite. Cecile asked them if SUN could receive the money, even partial. She gave them an accounting of our home delivery expenses and is waiting to hear.
12. **Annual Letter of Appeal: Final Approval** The letter of appeal draft was passed around. Cecile said Marylee in the ADRC has a church list we can use. The letter will go out by October 1st. We plan on sending 150 to 200 letters with return- addressed envelopes.

Rebecca Wetter and Kate Chambers excused themselves.

- 13. Consideration of Employee Compensation – possible action.** Roll call to go into closed session: Nankee-present, Bartels-present, Meek-present, Bomkamp-present, Wolfe-present, Korn present. At 3:00 pm went into closed session. Motion by Korn to come out of closed session; seconded by Bomkamp. Motion carried.
Resumed open meeting at 3:50 p.m. *Motion made by Nankee to approve 5% pay increase for 2015 for all SUN employees; seconded by Bartels. Motion carried. Motion made by Nankee to start 2016 with a 2% wage increase; seconded by Bartels. Wolfe, Bartels, Nankee, Bomkamp and Korn voted Yes; Meek voted No. Motion made by Nankee to approve Option 1 as listed on the 2015 SUN Program Employer Healthcare Portion worksheet presented at the meeting; seconded by Korn. Motion carried.*
- 14. Director’s Report** Cecile went to the GWAAR conference and attended 5 workshops. August 28th was the nutrition assessment-she will bring the report when it comes in. This assessment is done every 3 years. October 24th is training in Waunakee for all employees. Cecile is trying to get a bus, to take us, from Lafayette County.
- 15. Grant Update**– The Jenny Olson grant is due October 1st and the Biddick Foundation grant is due November 1st.
- 16. Training Request-possible action**- None.
- 17. Chairperson’s Report**- Good discussion. We got through a lot of stuff today.
- 18. Vouchers – possible action** - Vouchers were presented for signing. Motion to approve the vouchers made by Bomkamp; seconded by Nankee. Motion carried.

Next Meeting Date & Adjournment *Next meeting will be October 16, 2014, at the Dodgeville Mealsite located at Hidden Valley Church following the 11:30 a.m. meal. Motion by Meek to adjourn meeting; seconded by Korn. Motion carried. Meeting adjourned 4:07 p.m.*