

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**June 18, 2015**

1. **Meeting Called to Order** at 1:03 p.m. by Board Chairman, Leon Wolfe, at the Health and Human Services Center, 303 W. Chapel Street, Dodgeville, WI, in Conference Room 1001.
2. **Roll Call**- Jeremy Meek, Iowa County; Marjorie Bomkamp, Iowa County; John Bartels, Lafayette County; Leon Wolfe, Lafayette County; and Carol Korn, Lafayette County were present. Dan Nankee, Iowa County, was absent and excused. **Others Present**- Cecile McManus, Executive Director, Jan Baker, Financial Officer, and Quinn Mitchell, CPA, Johnson & Block.
3. **Certification of Compliance with Open Meeting Law**- Baker stated that notice of the meeting was posted at designated public places 4 days ago. Let the records show that the meeting was properly posted.
4. **Approval of the Agenda for June 18, 2015** *Motion to approve agenda made by Bartels; seconded by Bomkamp. Motion carried.*
5. **Approval of the Minutes of the May 21, 2015 Board Meeting** *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**  
Jan said she received a phone call thanking her for the nice Father's Day card with gift certificates attached that she made. She showed the board a copy of what she sent.
7. **Aging Resource Center & County Aging Unit Reports**- a. For Lafayette County- No report. For Iowa County- No report.
8. **Monthly Reports-Possible action**- Cash Flow Statement & C.D. Review: Set-aside funds savings account interest added in May was \$1.46. We have \$82,581.49, which equals approximately 2.5 months expenses. Jan's cashflow statement showed that we have cash on hand of \$26,754.52. Jan's cash projection shows we should have \$10,324.52 cash on hand at year-end, which is approximately the amount our accounts payable will be. This means we should be close to budget for 2015. Budget Reports: Budget has positive variance of \$ 6218.87. \$2,814 of this is the increase in our NSIP contracts. Cecile said donations are good, only \$714 under budget. Contracted food expense is under budget by \$4000. We received the \$722 Workman's Compensation rebate from our insurance provider. Cecile said our auto insurance increased \$250 by putting our new vehicle on, but it also decreased \$250 by retiring a driver. Monthly Participant Numbers: For May, Iowa county average daily attendance is up 10 from last year, and there are more new people, also. Year to date, Highland, Mineral Point, Avoca, and Dodgeville meals have increased. Dodgeville congregate has doubled from last May, and the average donation is up. Lafayette County's average is up 7 from last May. Shullsburg had to close one day for the grease trap to be cleaned. The cook planned ahead, and sent the home-delivered participants

an extra meal the day before. Year to date, Belmont, Benton, and Shullsburg meals have increased. For Blanchardville, the comment was made that moving the site from the Legion building to a restaurant was a good move. *Motion to approve the monthly reports made by Bomkamp; seconded by Bartels. Motion carried.*

9. **Audit Report** Quinn Mitchell, CPA, Johnson & Block Co., Inc. presented the 2014 audit report and financial statements to the board. They issued an unmodified opinion on the financial statements, which is good. We had carryover of \$299. This is made up of income for Iowa County of \$26,754, and loss for Lafayette County of \$26,455. The biggest change from 2013 to 2014 was the decrease in program wages of \$20,000, due to fewer employees. Regarding the audit report, they removed the findings from 2013 except #1. Segregation of duties and #2. Preparation of financial statements. We discussed the findings. It wouldn't be realistic to have another person in the office just so we could segregate money duties. For preparing these accrual-basis financial statements, Jan gave them all the entries, except the two she had a question on. We expect these findings next year, also. For concentrations, 37% of our income is from federal and state sources. In closing, she said there were no difficulties encountered, and that Jan had everything well organized for them. Cecile said Jan spent 40 hours preparing for the auditors. Leon thanked Quinn for coming, and for complimenting the staff. Quinn left after her report.
10. **Staff/Site Issues/Reports – possible action:** a) Lafayette County Driver: New employee – Cecile thanked Carol and Jeremy for helping interview. They interviewed 5 people and all had good references. She hired Leslie Andrews, and she said some of the others may want to sub. He is keeping the van on their property in a building. *Motion to approve Cecile hiring Leslie Andrews (spouse of Judith Andrews) made by Meek; seconded by Bartels. Motion carried.*
11. **Van Repairs: 2011 Ford Transit** The driver side window was broken, reason unknown. Novus fixed it, and we have \$100 deductible to pay. We approved the repair bill from Virtue for \$287.55 with the vouchers. Swaybar and mudflat purchases are already approved. We have estimates for \$654.60 and \$615.20 to clean off some rust, repaint, etc. *Motion to have bodywork done by "Jerry's" made by Bartels; seconded by Korn. Motion carried.*
12. **Annual Report-Review** Cecile passed out her SUN 2015 Annual Report. Leon said to review and come back with changes, etc.
13. **Directors Report-** Cecile said there was good discussion at the PAC meeting. There are three new members. The Benton school gave our mealsite the food they had left after school closed. Dodgeville congregate meals have increased because some Senior Center people are eating with us and playing cards. On July 11<sup>th</sup> the Senior Center will dine with us instead of having their potluck. July 22<sup>nd</sup> through 28<sup>th</sup> Cecile will be on vacation. July 30<sup>th</sup> is our cookout and we will be having grilled steaks.

- 14. Grant Update** Heather Morrisard is working on a Community Foundation grant for Benton. Cecile is helping by getting quotes for a new stove in the VFW building. Estimated cost is \$3,500 to \$5,000. Bartels volunteered to dispose of the old stove, if needed.
- 15. Training Request-possible action** Jan wants to attend the Cost Allocation Workshop for Nutrition and Transportation Programs hosted by GWAAR and BADR. It is June 24<sup>th</sup> in Rothschild, WI. There is no fee. *Motion to approve Jan's travel costs for the June 24<sup>th</sup> training made by Korn; seconded by Bomkamp. Motion carried.*
- 16. Chairperson's Report** Leon congratulated us that the audit went well.
- 17. Vouchers-possible action** *Motion by Bartels to approve vouchers presented for signing; seconded by Bomkamp. Motion carried.*
- 18. Next Meeting Date & Adjournment** **Next meeting will be July 16, 2015, following noon lunch at The Viking Café of Blanchardville, 210 S. Main St., Blanchardville, WI (our mealsite).** *Motion by Bartels to adjourn meeting; seconded by Bomkamp. Motion carried. Meeting adjourned 3:00 p.m.*