

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
August 20, 2015

1. **Meeting Called to Order** at 12:55 p.m. by Board Chairman, Leon Wolfe, at the senior dining site at Arena Manor, 343 West St., Arena, WI.
2. **Roll Call**- Jeremy Meek, Iowa County; Marjorie Bomkamp, Iowa County; Dan Nankee, Iowa County, John Bartels, Lafayette County; Leon Wolfe, Lafayette County; and Carol Korn, Lafayette County were present. **Others Present**- Cecile McManus, Executive Director, Jan Baker, Financial Officer, 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 4 days ago. Let the records show that the meeting was properly posted.
4. **Approval of the Agenda for August 20, 2015** *Motion to approve agenda made by Bartels; seconded by Nankee. Motion carried.*
5. **Approval of the Minutes of the July 16, 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**
Bomkamp told Cecile that an Iowa County Board member asked if we can open a cook site in Ridgeway. They have a new building going up. Cecile said we occasionally serve home delivered meals to the senior apartment building. Nankee asked the Highland Village Board to put it on the agenda of their September 14th meeting to pay our Highland lunch dining center's rent again.
7. **Aging Resource Center & County Aging Unit Reports**- a. For Lafayette County- No report. For Iowa County- Rebecca Wetter said all the ADRC's across the region have been very busy. They have a required Aging Unit Plan every 3 years that gets updated annually. For SUN, she said Iowa County needs exposure and participants. For marketing, they are encouraging "Caregivers" to use our service. She wants a "Lunch and Learn" at each site, piloting different topics. We also could offer the "Prevention" workshop, which is 6-7 weeks long, at the sites. The final updated Aging Unit Plan is due to the state in November. Darla Burton, the Elder Benefit and Wellness Prevention Specialist, left Iowa County for a state job. Rebecca said they take advantage of every loss to see where needs are. They are considering filling her position with a person who does part time I and A, and part time Wellness/Prevention duties. Donna Peterson, UW Extension educator, exchanges in-kind with the ADRC. Rebecca said they will look at applicants next Monday. She said she has a good team. She reported that McDonalds invited community partners to come for coffee 7-10 a.m. For workshops, "Healthy Living with Diabetes", will be offered Tuesday evenings at 5:30 by Stacey Terrill and Kari Bennett. Janet Butteris will be leading "Stepping On", and Rebecca will be leading "Living Well with Chronic

Conditions". September 10th is a noon outreach sponsored by Adult Protective Services. The speaker is retired Chief of Police Dave Kieffer. September 25 is the Health and Wellness Expo at Hidden Valley Church. The hospital is cosponsoring it, and providing the speaker, Michelle Helin, who will talk about fitness and hunting. They have a planning meeting next Wednesday. Marjorie Bomkamp will be a SUN volunteer at the event. WDMP will be there again. Senator Marklein is visiting Monday. Rebecca has been asked to form a "Caregiver Coalition". They will meet 9 a.m. on September 28, and have plans so far to discuss dementia, marketing, and self-identifying caregivers.

8. **Monthly Reports-Possible action-** Cash Flow Statement & C.D. Review: Set-aside funds savings account interest added in July was \$1.56. We have \$82,584.67, which equals approximately 2.5 months expenses. We have a C.D. maturing August 29th. ***Motion to renew the C.D. that matures August 29th, at a 5yr term, at the bank that pays the best interest rate, made by Nankee, seconded by Bartels. Motion carried.*** Jan's cashflow statement showed that we have cash on hand of \$31,687.97. Budget Reports: Budget has positive variance of \$ 10,639.03. Cecile said it is the first time ever that our donations are running ahead of budget. Wages and food are our biggest expenses. Raw food is close to budget, contracted food is under by \$7006.66. The transit van repairs are done. Monthly Participant Numbers: For Iowa County, the effort to increase Dodgeville congregate participation has made a difference. More seniors are at the site. There were 12 dining on our cookout day. Rebecca said we should tell our core group why it's valuable to have more people there. Jan-July 2014 we served 279 congregate meals, compared to 600 congregate meals Jan-July 2015. Also, the average donation is up. Mineral Point and Highland are up 2 per day. For Lafayette County year to date, Belmont, Benton, and Shullsburg are up, Darlington is down 2, and Argyle is up 2. Cecile said the Benton cook wants another half hour per day. It will be reviewed at 6 months. There was discussion on participant donations. Year to date, Iowa County is up \$5000 in donations. Lafayette County is up \$1000 in donations, and 2000 meals. ***Motion to approve the monthly reports made by Bartels; seconded by Bomkamp. Motion carried.***
9. **UW Platteville Contract – possible action** Our 3-yr contract has an automatic renewal and increase annually. The increase started July 1st and is 2.6%. This is for Linden meals only.
10. **Staff/Site Issues/Reports – possible action** Mike, the manager at Arena Manor where our dining site is, bought some chairs from the Dodgeville Seniors sale for our use.
11. **Annual Appeal-possible action** We plan to send Appeal letters the end of September. Cecile asked the board for more contacts. She passed around last year's list for review. Meek suggested we ask the mealsite managers who they know of that might donate. Per Nankee, Church ladies' groups donate, and they like their donations to support their communities.

Someone said we could ask the Chambers, appliance companies, and pharmacies. She showed a sample of a letter displaying an app to make e-giving even easier. Cecile plans to have the letter draft, including attachments, at our September 17th meeting. Leon said it should have a picture, large print, and be easy to follow. Rebecca has heard that you can ask businesses to ask their employees if they want to donate through automatic deduction.

- 12. Directors Report-** The 2014 Form 990 draft was mailed to the board. Cecile gave us a copy of the notes the auditor changed. The cookouts were successful with a lot of socializing. October 9 is Fall training for managers in Waunakee. Each site will need a sub that day. We may take a van or bus. Our volunteer event is September 17, and the invitations have been sent. Cecile handed out a blank home assessment form for the board to review. She said it takes one-half to 2 hours to complete. The managers get paid however long it takes. The assessment could be used as a tool to refer seniors to the ADRC per Cecile. She said she does the new Dodgeville people, and reviews all the assessments for followup.
- 13. Grant Update** The Salvation Army granted us \$750 to supplement donations. Cecile is invited to Benton's grant ceremony September 5 at 4:30 p.m. Rebecca said "Paint Nights" are a popular fundraiser now, and she could get information for Cecile. The Biddick grant is due October 1.
- 14. Training Request-possible action** None
- 15. Chairperson's Report** None
- 16. Vouchers-possible action** *Motion by Bartels to approve vouchers presented for signing; seconded by Meek. Motion carried.*
- 17. Next Meeting Date & Adjournment** **Next meeting will be September 17, 2015, following the Volunteer event at The Dodge Point Country Club, 1771 Cty YD, Mineral Point, WI. Approximately 1:00 p.m.** *Motion by Nankee to adjourn meeting; seconded by Bomkamp. Motion carried. Meeting adjourned 3:07 p.m.*