

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**September 17, 2015**

1. **Meeting Called to Order** at 1:30 p.m. by Board Chairman, Leon Wolfe, at the Dodge Point Country Club, 1771 County Road YD, Mineral Point, WI, in the room our volunteer event was held.
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, and Jan Baker, Financial Officer.
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 September 17, 2015** *Motion to amend agenda by adding under Item 9. Andrews, Maintenance- made by Nankee; seconded by Korn. Motion carried.*
5. **Approval of the Minutes of the August 20, 2015 Board Meeting** *Motion was made by Bartels to approve the minutes; seconded by Bomkamp. Motion carried.*
6. **Reports from other Board members and members of the audience**  
Jan Baker reported that she had agreed to replace Michelle Friedrich as administrator of EFSP-Emergency Food and Shelter Program-local board for Iowa County. SUN applies for, and receives, allocations from this program. Baker also reported that she just completed her "fiscal assessment" interview that the state requires every 3 years. It went well. Deb Mould, CPA and Fiscal manager for GWAAR, suggested we double our volunteer hour rate for in-kind. Nankee inquired whether Cecile has plans for "Lunch & Learns" and "Prevention Workshops" (as mentioned by Rebecca Wetter at last meeting, as part of her Aging Plan, per Cecile). Cecile said that Mary Knellwolf, Lafayette County Extension Educator, had been providing some nutrition education for Lafayette County mealsites until October 1, 2014. Donna Peterson, Iowa County Extension Educator, provides some nutrition education at Iowa County mealsites.
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 August was \$1.56. We have \$82,586.23, which equals approximately 2.5 months expenses. We had a C.D. mature August 29<sup>th</sup>. It was reinvested at 1.4% interest for a 5 year term. Jan's cashflow statement showed that we have cash on hand of \$35,816.15. Budget Reports: Budget has positive variance of \$ 9303.84. Monthly Participant Numbers: For Iowa County, Dodgeville congregate meals are up, and home delivery is down. There is more activity at the Dodgeville

site. We had a good August. Year-to-date meal counts are up 6 in Iowa County, and up 8 in Lafayette County. *Motion to approve the monthly reports made by Korn; seconded by Bartels. Motion carried.*

9. **2016 SUN Budget** Reviewed. Cecile passed out a spreadsheet that showed all the WI counties with their suggested, and average, donations. There are only 2 other counties, besides Iowa and Lafayette, whose average donation is over \$4.00 per meal. SUN got a grant for \$3000 towards the purchase of a new stove at Benton. Cecile will ask the VFW for the other \$1200 needed before she can place an order. Bartels asked about putting money aside for a new van.
10. **Staff/Site Issues/Reports – possible action** a. Highland-Village meeting – We plan to get on the agenda for the next meeting to ask for \$100 monthly. ***B. Added Andrews-Maintenance – Leslie Andrews has offered to take care of vehicle maintenance now for the Transit he drives on route. Tabled. Add to agenda for next meeting.***
11. **Annual Appeal-possible action** Cecile plans to send the appeal packet to the board as soon as her drafts are printed. She got a quote from Inkwell Printers. *Motion by Meek to approve purchasing 500 letters, donation cards, and remittance envelopes from Inkwell Printers; seconded by Bartels. Motion carried.*
12. **Directors Report-** Cecile said that both counties know that she is asking for the same amount for 2016 as 2015.
13. **Grant Update** Cecile and Heather Morrisard, the Benton mealsite manager, attended the Benton award ceremony on September 5th. SUN was granted \$3000 towards the purchase of a new stove.
14. **Training Request-possible action** October 9, 2015, is staff training in Waunakee.
15. **Chairperson's Report** Leon thanked Cecile for including the board in the volunteer event. He also said the budget looked good.
16. **Vouchers-possible action** *Motion by Bomkamp to approve vouchers presented for signing; seconded by Nankee. Motion carried.*
17. **Next Meeting Date & Adjournment** **Next meeting will be October 14, 2015, at 2:00 p.m. at the mealsite in the Belmont Community Building, 222 S. Mound St., Belmont, WI. Belmont community soup and sandwich fundraiser begins 4:30 p.m. Motion by Korn to adjourn meeting; seconded by Nankee. Motion carried. Meeting adjourned 3:54 p.m.**