SENIORS UNITED FOR NUTRITION PROGRAM, INC.

Serving Iowa and Lafayette Counties, aka The SUN Program

BOARD OF DIRECTORS MEETING MINUTES NOVEMBER 17, 2016

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1. **Meeting Called to Order-** 1:08 p.m. by Chairman Wolfe, at Linden Municipal Building, 444 Jefferson Street, Linden WI.

2. **Roll Call-** Iowa County: Jeremy Meek and Dan Nankee, and Marge Bomkamp. Lafayette County: John Bartels, Carol Korn, and Leon Wolfe, Iowa County, were present.

   Others Present- Cecile McManus, Executive Director; Jay Loop, Financial Officer/Office Assistant; Judy Andrews Site Manager at Darlington.

3. **Certification of Compliance with Open Meeting Law-** Cecile stated that three days prior to the meeting the agenda and minutes were posted via email to- Iowa County: The Dodgeville Chronicle and Deputy County Clerk. Lafayette County: The Republican Journal, County Clerk, and Deputy County Clerk. *Chairman Wolfe requested the records show that the meeting was properly posted.*

4. **Approval of the Agenda for November 17, 2016 meeting -** *Motion by Dan Nankee to approve agenda; seconded by Marge Bomkamp. Motion carried.*

5. **Approval of the Minutes of November 17, 2016 Board Meeting-** *Motion by Carol Korn to approve minutes; seconded by John Bartels. Motion carried.*

6. **Reports from other Board members; opportunity for members of the audience, to address the Board-** Judy Andrews expressed concern over September 15, 2016 minutes about the Darlington site having music and meals. She wanted to state the situation regarding her health at the time and being unable to handle the registration. John Bartels expressed that the Darlington site has always been top notch. Cecile McManus stated that Judy and her staff have always done a great job and it seems we can handle any other music and meals programs.

7. **Aging Resource Center and County Aging Unit Reports- a.)** Bob Schroeder was unable to attend, but passed word to Cecile the Caregiver Program is up and running, and a Disability Specialist is in place**. b.)** No report from Iowa Co.

8. **Monthly Reports-Possible action-** Jay Loop requested audit help from Johnson Block on various corrections with Quick-Books. A motion was made by Marge Bomkamp to authorize the audit; seconded by Dan Nankee. Motion carried. Jay handed out the monthly reports, Profit & Loss; Cash Flow; Monthly Meal & Participation numbers and Set-Aside. A motion to approve the reports was made by John Bartels; seconded by Carol Korn. Motion carried.

9. **Consideration of an increase in Suggested Donation for meals.** After discussion a motion was made by Jermey Meek to increase the suggested donation for congregate meals from $4.25 to $4.50 and the suggested donation for Home delivered meals form $4.75 to $5.00. Seconded by John Bartels. Motion carried.

10. **Meal Provider Contracts- a).** The Congregate site in South Wayne is done by the end of the month. Jo Ann Burns last day is 12/16/16. Work is in progress to handle the South Wayne home delivery from the Darlington site. It would add about 20 to 30 minutes to the driver's present route. An adjustment to the starting time is a possibility. Details to follow. **b.)** The 2017 food contracts are under consideration. Possible increases from Grant Co., (Avoca site); Grandma's Kitchen (Highland site) and Bloomfield Manor (Dodgeville); all should be set by December meeting.

11. **2017 Budget Review-** Cecile handed out a tentative 2017 budget for review. The final version will be approved at the December board meeting.

12. **Staff/Site Issues/Reports possible action**- **a.)** The new Benton Stove is ordered; total cost around $7000; the SUN Program may end up with an additional $1,000 depending on other fund raisers.

13. **Annual Appeal-** Cecile will e-mail all Board members the finished letter and donation card for approval. Will mail to all Banks, Churches, Businesses and previous donors. There should be very little cost other than postage and printing in office.

14. **Grant Update-** Nothing new.

15. **Directors Report**- We have completed our Nutrition assessment W/GWAAR, done every 3 years. Surveys are being mailed or handed to all participants and must be recorded for the State. Issues at the Shullsburg site were discussed; Carol and Cecile will follow up.

16. **Training Request-** None.

17. **Chairman's Report-** No additional action**.**

18. **Vouchers-** A motion to approve all expense vouchers, was made by John Bartels; seconded by Dan Nankee. Motion carried.

19. **Next Meeting Date & Adjournment-** Next meeting Dodgeville, Health & Human Services, 303 W. Chapel, December 21st, @ 1:00. Staff meeting and social Christmas to follow.

Motion to adjourn was made by John Bartels; seconded by Marge Bomkamp. Motion carried. Meeting ended at Approximately 3:40P.M.