

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
Serving Iowa and Lafayette Counties, aka The SUN Program
BOARD OF DIRECTORS MEETING MINUTES of October 18, 2018

- 1. Meeting Called to Order-** at 12:55 p.m. by Chairman, Leon Wolfe, VFW Benton, Main Street, Benton, WI, 53803.
- 2. Roll Call-** Iowa County Board: Justin O'Brien and Jim Griffiths. Lafayette County Board: Leon Wolfe, John Bartels, and Carol Korn. **Others Present-** Cecile McManus, Executive Director; Jay Loop, Financial Asst.; Valerie Hiltbrand, ADRC Manager, Iowa County; Robert Schoeder, Manager ADRC, Lafayette County. ~~Absent:~~ ^{Excused:} Dan Nankee, Iowa County Board.
- 3. Certification of Compliance with Open Meeting Law-** Loop stated that on October 12, 2018, prior to the meeting, the agenda was posted at the HHS Building and 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 the October 18, 2018 Board meeting.** Motion to approve agenda was made by Bartels. *Seconded by O'Brien. Motion carried.*
- 5. Approval of the Minutes for September 20, 2018 Board Meeting-** Motion to approve minutes for September 20, 2018 Board Meeting was made by Griffiths. *Seconded by Bartels. Motion carried.*
- 6. Reports from Board members; opportunity for members of the audience to address the Board-** Wolfe, speaking for Nankee, stated we need to get the Churches more involved in the annual appeal. There was some discussion about increasing the donation by 50 cents or one dollar. It was decided to take it to the PAC meeting first. Also, promote "take a friend to the program site for a meal". Buy a meal for a friend. Justin is working on a new logo for the SUN Program; he presented some ideas; will continue to look at alternatives. We discussed having a golf outing for a fund raiser.
- 7. Aging Resource Center & County Aging Unit Reports- b.)** Hiltbrand stated the Expo on September 29 was a great success. There were 250 people who attended. Participants could receive Flu shots from Walgreens and the Lions Club provided eye screening. SUN program served 100 Meals. Stepping On started 10/4/2018. Former Governor Schreiber will be speaking on his book "My Two Elaines" on 10/24/18. Memory Screen Outreach Event at Grace Lutheran Church on 10/24/18. Caregiver Renewal Day in Platteville on 11/9/18. In December the Department of Social Services coordinates the Holiday Project, distributing donated clothes and presents to Iowa County residents in need. **a).** Schroeder stated the Annual Caregiver Renewal Day, Friday, Nov 9-8:30-12 Noon, will be at Wisconsin Bank and Trust in Platteville. They will have Breakfast with a speaker (Mike Mitchell) and crafts and games. Elder Benefit Specialist is gearing up for Medicare enrollments beginning Oct. 15 thru Dec 7; they will be holding Medicare 101 meetings monthly, the last one being held in Argyle on Oct 16. Adult Protective Services Coordinator interviews are being held Thursday, Oct 18; 3 interviews will be held. They're finalizing 2019-21 Aging Plan due Nov 2nd to GWAAR.
- 8. Monthly reports-possible action- a.)** Cash Flow Statement showed beginning balance as of September 20, 2018 of \$24,926.22, donations of \$5243.00, with total deposits of \$36,399.77, minus total vouchers of \$46,134.33, leaving an ending balance of \$15,591.66. CD's showed interest of \$1.64 added, making new total for Set-Aside funds of \$75,073.70. **b.)** Budget Reports for the month of September showed total income of \$53,621.23 and total expenses of \$48,298.54, leaving a net increase of \$5,322.69. YTD shows a net decrease of \$33,712.73, mostly the result of GWAAR allocations running

slow and a large increase in contract food expenses. **c.)** Monthly Participant Numbers for September showed 3643 meals were served. Total meal donations received were \$14,301.16. The meal counts for September showed decreased totals, mainly the result of a short month with two off days. (Holiday & Volunteer Appreciation). Dodgeville (892), Argyle (374), Benton (304), and Arena really showing progress at (258). Total meals YTD are 41,656. Motion to approve reports was made by Korn. Seconded by O'Brien. Motion carried.

9. County Levy-2019 Budget discussion- The proposed \$14,000 increase in the Iowa County Levy is back as part of ADRC Budget, up for review November 13, 2018. The Lafayette County budget will not include an increase.

10. 2019 Budget- The second draft of the budget includes the \$14,000 Levy increase as well as the additional funds we received in this year's GWAAR money. We are hoping there are not any surprise increases in Contract Food cost. A 2% salary increase is included for the SUN staff. Contract Food cost was estimated at \$207,000, a 21% increase.

11. Staff/Site Issues/Reports possible action- a). Highland- The new owner of Grandma's Kitchen (Now called Betsy's) has agreed to keep doing the meals under the present contract agreement. All seems good so far. A new contract was issued for Oct-Dec. with the new name.

12. Fundraising-discussion- a.) Annual Appeal-O'Brien is doing a new design for the Appeal letter and new pictures and people for comments. **b.)** We are looking into some on-line networks that may be able to set up an additional site rather than just the site through ADRC. Facebook site is one possibility. Some network or web-site creators have a cost for upkeep as much as \$1200/yr. **c.)** Fundraiser Events- there are many programs already set up like Culvers, Golf outings, and other events Seniors or the public might attend are also being considered.

14. Grant Update- McManus stated we received \$1,000 from Benton Community Foundation. The next grant is the Jenny Olson Foundation; McManus asked for \$7,000 this year for the Dodgeville site.

15. Directors Report- McManus reported it ended up costing \$1400 for the Lafayette van repair; had to be replaced. McManus will be attending a WAND (Directors) conference on October 30, 2018, in Stevens Point.

16. Training Request- Jay wants to attend a QuickBooks class in Madison on November 13, 2018, at cost of \$149.00. Motion to approve was made by Bartels. Seconded by Korn. Motion carried. All other staff will be attending required training in Baraboo that day.

17. Chairman's Report- Wolfe thanked Farrah Morrissey (Cook at Benton) for the wonderful lunch and the extra work she did concerning a mouse issue.

18. Vouchers-possible Action- a motion to approve the expense vouchers was made by Bartels. Seconded by O'Brien. Motion carried.

19. Next Meeting Date & Adjournment- The next meeting will be November 15, 2018, at Darlington site, Municipal Building, 627 Main Street, Darlington WI, 53530, following lunch at 11:30a.m. Also the December meeting will be at The Health and Human Services Building, Dodgeville, on December 20, 2018 starting at 11:00 am. A motion to adjourn was made by Bartels. Seconded by O'Brien. Motion carried. Adjourned at 3:00p.m.