

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
Serving Iowa and Lafayette Counties, aka The SUN Program
BOARD OF DIRECTORS MEETING MINUTES of August 15, 2019.

- 1. Meeting Called to Order-** at 12:40 P.M. by Chairman, Leon Wolfe, at the Darlington Municipal Building, 627 Main St, Darlington, WI 53530.
- 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; Robert Schroeder, ADRC Manager, Lafayette County; Valerie Hiltbrand, ADRC Manager, Iowa County; Excused, Dan Nankee, Iowa County Board.
- 3. Certification of Compliance with Open Meeting Law-** Loop stated that on August 8, 2019, 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 August 15, 2019 Board meeting-** Motion to approve the agenda was made by Korn. *Seconded by Bartels. Motion carried.*
- 5. Approval of the Minutes, Board Meeting-** Motion to approve minutes for July 17, 2019 Board Meeting was made by Griffiths. *Seconded by O'Brien. Motion carried.*
- 6. Reports from Board members; opportunity for members of the audience to address the Board-** We were advised by the staff that a fire drill may take place during our meeting, they are checking all safety issues that were mentioned at their last review.
- 7. Aging & Disability Resource Center & County Aging Unit Reports-** **a.)** Schroeder stated that Kay Schulte will be visiting all Lafayette sites with a "Welcome to Medicare" program, starting August 28th. On September 11, Medicare Part-D, education from 5-7pm at HHS Darlington. September 17th, Medicare 101 will be held at EMS Argyle Hospital. Laura Steiner will hold a Computer Class. **b.)** Hiltbrand stated there will be an Upland Hills Health speaker the evening before the Expo, Joe Piscatela, on Thursday September 26th. Expo is September 27th at Hidden Valley Church. Powerful Tools for Caregivers starts in October. Brittany Mainwaring started "Boost Your Brain and Memory", on Monday nights. Eight week class held in Montfort. Nikki Brennum will host "Let's Talk about Pain Medicine" presentation Friday, October 25th at 10:30 in Barneveld. There are Senior Farmers Market Vouchers left. Farrah Morrissey (Manager at Benton Site) has been doing a great job updating the Facebook account.
- 8. Monthly reports-possible action-a.)** Cash Flow Statement showed beginning balance as of July 17, 2019 of \$8,489.67, donations of \$15,930.58, with total deposits of \$34,277.58, minus total vouchers of \$32,671.89, leaving an ending balance of \$10,095.36. CD's showed interest of \$2.48 added, making new total for Set-Aside funds of \$76,189.14, minus revolving loan of \$25,000, leaves \$51,189.14. **b.)** Budget Reports for the month of July showed total income of \$20,859.36 and total expenses of \$44,825.07, leaving a net balance of -\$23,965.71. YTD shows a net decrease of \$6,534.59; we're waiting on GWAAR funds. **c.)** Monthly Participant numbers for July showed 4367 meals were served. Total meal donations received were \$15,622.46. The meal counts were up at most sites this month. Dodgeville (1033), Argyle (370), Arena (335), Highland (411), Linden (340), Benton (340) and Shullsburg (324) all were up from last month. The Total meals YTD 26,426 down from 29,532 YTD 2018, mainly due to 9 missed days in January and February. Motion to approve reports was made by Griffiths. *Seconded by Bartles. Motion carried.*

9. Line of Credit-Add Director as signer- Since Leon Wolfe is the only signer, Griffiths made a motion we add Cecile McManus as an additional signer. Seconded by Bartles. Motion carried.

10. Form 990, Tax Return-Review- Accountants thought it would be a good idea to have the Board review the Tax Return. The return was mailed to all board members for review. All seemed fine to submit.

11. County Levy-Wolfe suggested we leave the Levies the same as last year. Wolfe questioned the use of the SUN Cd's, since we operate as a 501c3. Should we be asking for money when we have CD's in reserve. Wolfe thanked Griffiths and Obrien, for their efforts last year to get the extra dollars on the Levy.

12. Staff/Site Issues,reports- Paula Van Lent is back from health issues. Thanks to Margaret Hentrich for filling in for her. Margaret did a great job of organizing the inventory at the site. Candy Wilson passed her Food Manager Test.

13. Annual Report- 2018 showed total meals of 49,780 (22,169 Lafayette County & 27,611 Iowa County) the most in the last 10 years. Over 75% of participants are over 70 years old. The total home delivered program served 337 unduplicated persons with an average of 144 meals per day. Many individuals served were able to remain independent in their homes for a longer period of time due to the receipt of the meals. The Average donation for Iowa County was \$3.74 and for Lafayette County was \$4.08. (Suggested meal donation was \$5.00). In-Kind Contributions from communities, city councils, village boards, churches, or community groups provide buildings without charge for nutrition center locations and sometimes financial support for purchasing equipment, utilizes or general upkeep expenses. For congregate and home delivery, time donated by our volunteers came to 6030 hours, by both seniors and non-seniors. In all, at a value of \$17.50 per hour, \$105,525 worth of volunteer time was donated to SUN. For the Fifth year, Sun did an Annual Appeal for Donations. Donations letters were sent to over 400 businesses and individuals the beginning of December. SUN collected a total of \$6823 by the end of 2018, a large increase from 2017. (By April of 2019, \$8068 was collected from 55 donors). All local income and fundraisers, including the Annual Appeal, equaled \$42,419 for 2018.

14. Grant Update-Nothing new at this time.

15. Director's Report- McManus attended the Barneveld community meeting and found 3 people at the meeting whose families were aided by SUN. We are hoping to get \$100.00 per month to cover mileage costs to deliver meals to Barneveld. McManus reminded everyone the Volunteer Appreciation party is October 17th at the Walker House in Mineral Point.

16. Training Request- None at this time. Regional training is in October at HHS Building in Dodgeville.

17. Chairman's Report-Nothing at this time.

18. Vouchers-possible action- Korn made a motion to approve all vouchers. Seconded by Griffiths. Motion carried.

19. Next Meeting Date & Adjournment- the next meeting is set for September 19, 2019, following lunch, at 11:30, at Benton VFW, Main Street, Benton, WI, 53803. Motion to adjourn was made by Griffiths. Seconded by Korn. Motion carried. Meeting adjourned at 3:00pm.

