

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
Serving Iowa and Lafayette Counties, aka The SUN Program
BOARD OF DIRECTORS MEETING MINUTES of October 17, 2019.

- 1. Meeting Called to Order-** at 1:48 P.M. by Chairman, Leon Wolfe, at the Walker House, 120 Antoine St., Mineral Point, WI 53565.
- 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; Corliss Redfearn and Farrah Morrissey. **Excused:** Valarie Hiltbrand, ADRC Manager, Iowa County, Robert Schroeder, ADRC Manager, Lafayette County and Dan Nankee, Iowa County Board.
- 3. Certification of Compliance with Open Meeting Law-** Loop stated that on October 10, 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 October 17, 2019 Board meeting-** Motion to approve the agenda was made by O'Brien. *Seconded by Griffiths. Motion carried.*
- 5. Approval of the Minutes, Board Meeting-** Motion to approve minutes for September 25, 2019 Board Meeting was made by Bartels. *Seconded by Griffiths. Motion carried.*
- 6. Reports from Board members; opportunity for members of the audience to address the Board-** Nothing at this time.
- 7. Aging & Disability Resource Center & County Aging Unit Reports-** **a.)** Schroeder had no report. **b.)** O'Brien reading from notes of Hiltbrand, stated The Rural and Mineral Point Taxi has begun! Please help to spread the word. Green County has taken the lead for a Dementia Crisis Stabilization Grant which was awarded to Grant, Green, Iowa and Lafayette Counties. The Grand total is \$271,821.06. A four county workgroup has started working on facility upgrades for the location of the Dementia Crisis Stabilization Unit, which is located at Pleasant View Nursing Home in Monroe, WI. Other topics that are being addressed include continued funding as well as policies and procedures. Health and Wellness Expo was 9-noon on Friday 9/27/19 at Hidden Valley. Thank you to all of the volunteers, vendors, community, Upland Hills Health, and the ADRC Staff who helped make the day a success. More than 150 people attended the Expo. One hundred meals were served by the SUN Program that day (Some were home delivered meals). November is National Caregiver Month. The ADRC is working with the Heart Coalition and the Mineral Point Library to hold a book discussion on 11/19/19 about the book "My Two Elaine's." Let's talk about Medicine presentation will be held Friday, October 25th at 10:30 at the Barneveld Library. Some spots are left and need to be filling them to hold the presentation. Medicare Part D season runs October 15-December 7th.
- 8. Monthly reports-possible action-a.)** Cash Flow Statement showed beginning balance as of September 25, 2019 of \$47,752.10, donations of \$9,483.92, with total deposits of \$11,307.07, minus total vouchers of \$52,609.70, leaving an ending balance of \$6,449.47. CD's showed interest of \$2.03 added, making new total for Set-Aside funds of \$76,195.62, minus Line of Credit of \$25,000, leaves

\$51,195.62. **b.)** Budget Reports for the month of August showed total income of \$84,774.05 and total expenses of \$54,257.96, leaving a net balance of 30,516.09. YTD shows a net decrease of \$2494.19; we're waiting on GWAAR funds. **c.)** Monthly Participant numbers for August showed 4127 meals were served. Total meal donations received were \$15,311.02. The meal counts were down from the

previous year at most sites this month. Dodgeville (1045), Argyle (323), Arena (292), Highland (324), Linden (287), Benton (268) and Shullsburg (419) all were up from last month. The Total meals YTD is 39,167, down from 42,137 YTD 2018, mainly due to 9 missed days in January and February and 2 days this month. Motion to approve reports was made by Bartels. Seconded by Korn. Motion carried.

9. 2010 Budget-First Draft Review- The first draft of the 2020 budget shows total projected income of \$549,195 and projected expenses of \$549,158. The largest expenses are wages (\$198,803), raw food (\$41,355) and contract Food (\$207,000). The largest income comes from GWAAR (\$164,260), NSIP (\$31,045) and donations (\$187,500). We are waiting for the Providers to return the food contracts for 2020 to get a better picture of the expenses.

10. Staff/Site Issues/Reports-possible action- There were no real issues at the sites. New tires are needed for the Van in Lafayette County (\$400-\$500). Corliss Redfearn suggested Langmeier Tire in Cuba City.

11. Fundraising Discussion- a.) It was decided to launch the Annual Appeal again December 1, 2019. McManus asked the Board to submit any new names. A suggestion to contract Epic as a potential donor was made. McManus recommended we use a similar format as last year and shoot for around December 1st to mail. **b.)** Online: McManus brought up the idea of "Giving Tuesday", Tuesday after Thanksgiving, as a possible additional fund raiser. Farrah Morrissey, site manager at Benton, who has been working with the Facebook account, will try to set something up for Giving Tuesday. Korn made a motion for Morrissey to proceed. Seconded by Bartels. Motion carried. **c.)** Fundraiser Events: Golf Tournament, Culver's and any other idea. We will be working with Culvers on December 2, 2019 to promote Culver's sales. O'Brien will work on flyer and table toppers. SUN will receive 10% of sales for the evening. Griffiths made a motion we do the Culver's event. Seconded by O'Brien. Motion carried. Loop and O'Brien will work on a golf tournament for next spring. O'Brien offered to help format the letter again.

12. Grant Update- The Jennie Olson grant was due October 1; submitted for the same as last year - \$7,000 for the Dodgeville site. McManus has submitted a request to Biddick Foundation for a grant for \$1,000 for Linden driver expenses.

13. Director's Report-McManus stated SUN received an evaluation from Includa (Family Care Program) and all was good. The August assessment from GWAAR seemed to go well; we should get the results soon. Sarah Koenig, dietitian from State, and a State Dept. of Agriculture representative visited 3 sites unannounced: Dodgeville, Shullsburg and Belmont. Follow up will be sent to McManus. Regional fall training will be held in Dodgeville, at Health and Human Services building, on October 29,

2019; 7 counties will participate.

14. Training Request- None at this time.

15. Chairman's Report- Wolfe stated he thought all went well for the Volunteer Appreciation Party and thanked all who helped to put it together.

16. Vouchers-possible action-Korn motioned to approve all vouchers. Seconded by O'Brien. Motion carried.

17. Next Meeting Date & Adjournment- the next meeting is set for November 21,2019, following lunch at Linden Site, 444 Jefferson St, Linden, WI, 53553 at 12:00 noon. Motion to adjourn was made by Bartels. Seconded by Griffiths. Motion carried. Meeting adjourned at 3:20 P.M.