

ELDERBRIDGE BOARD OF DIRECTORS

Elderbridge Agency on Aging

Annual Meeting Minutes

308 Central Avenue

Fort Dodge, IA 50501

July 21, 2020, 10:00 a.m.

0.0 Call to Order

The meeting was called to order by President Lionel Foster at 10:04 a.m.

0.1 Introduction of Board members, staff, and visitors.

President Foster called for introductions of visitors and staff. Staff members: Shelly Sindt, CEO, Stacia Timmer, COO, Sherri Boedeker, CFO, Jodi Presswood, Assistant Finance Director, and Crystal Meier, visitor, were present. Elaine Kelsey, Liaison to the Board, was present.

0.2 Roll Call

Tim Nichols	Ph	Larry Pedley	Ex
Beth Will	P	Steve Kruse	P
Tracy Quinones	P	Ethan Huizenga	Ex
Lionel J. Foster	P	Barry Anderson	Ph
Ron Newsum	Ph	Lori Hain	P

0.3 Items added to the Board Agenda by Board Members and Agency Staff

No new items were added to the agenda.

0.4 Adopt Agenda

President Foster called for a motion to adopt the July 21, 2020, Board Agenda. It was moved by Barry Anderson and seconded by Lori Hain that the agenda be adopted.

Aye: all (the motion was declared carried.)

1.0 Board Affairs

1.1 Approval of June 9, 2020, Board meeting minutes

President Foster called for a motion to approve the June 9, 2020, meeting minutes. It was moved by Steve Kruse and seconded by Tracy Quinones that the June 9, 2020, meeting minutes be approved with corrections to 1.5 Fundraising Committee Report, sponsorship changed from \$400 to \$450, and Coming Dates 6.1, date changed to July 21, 2020.

Aye: all (the motion was declared carried.)

1.2 Nomination and Approval of Officers

Chair Will stated that the Governance Committee met on June 9, 2020, to discuss and recommend a slate of officers. The recommendation was Beth Will, President, Lionel Foster, Vice President, Larry Pedley, Treasurer, and the position of Secretary was vacant.

The floor was opened for nominations. Lori Hain was nominated for the position of Secretary. No other nominations were received from the floor.

It was moved by Tracy Quinones and seconded by Steve Kruse to approve Beth Will as President, Lionel Foster as Vice President, Lori Hain, Secretary, and Larry Pedley as treasurer.

Aye: all (the motion was declared carried.)

Board meeting was turned over the Beth Will as new President.

1.3 Election of Board Committee Members

1.3.1 Governance Committee

President Will stated that the current committee membership list was included in the Board packet for review. The floor was opened for discussion on committee membership.

Governance Committee members for FY 2021	
Steve Kruse	Tracy Quinones
Lori Hain	Larry Pedley
Ron Newsum	Beth Will, ex officio.

1.3.2 Finance Committee

Finance Committee Members for FY 2021	
Larry Pedley	Ethan Huizenga
Tim Nichols	Lori Hain
Beth Will, ex officio	

1.3.3 Fundraising Committee

Fundraising Committee Members for FY 2021	
Lionel Foster	Steve Kruse
Barry Anderson	Tracy Quinones
Lori Hain	
Beth Will, ex officio	

1.3.4 Central Services Committee

Central Services Board Members for FY 2021	
Dale Struecker	Lionel Foster
Ron Newsum	Barry Anderson
Beth Will, ex officio	

It was moved by Barry Anderson and seconded by Lori Hain to accept the recommended membership for the Central Services Board and the Governance, Finance, and Fundraising Committees

Aye: all (the motion was declared carried.)

1.4 Appointment of Liaison to the Advisory Council

It was recommended that Ethan Huizenga serves for another year as liaison to the Advisory Council for another year pending his acceptance.

1.5 Advisory Council Vacancies as of July 1, 2020

1.5.1 Buena Vista, Carroll, Emmet, Greene, Guthrie, Hancock, Osceola, Sac, and Worth.

Efforts are ongoing to fill the vacancies and Board members were asked to notify CEO Sindt of any possible candidates.

2.0 **Finance Report – Sherri Boedeker, CFO**

2.1 Finance Report

CFO Boedeker presented the finance report and the discussion centered on sub-contractor contribution movement. It was moved by Tracy Quinones and seconded by Lionel Foster to approve the finance report.

Aye: all (the motion was declared carried.)

2.2 Discussion and approval of Cost Allocation Plan

CFO Boedeker presented the Cost Allocation Plan and Accounting Policies and Procedures. The changes to the Accounting Policies and Procedures were identified for the Board members. An overview was given of how costs were allocated to projects.

It was moved by Steve Kruse and seconded by Tracy Quinones that the Cost Allocation Plan and the Accounting Policies and Procedures be approved.

Aye: all (the motion was declared carried.)

2.3 Discussion and approval of bank account signatories

It was decided that CFO Boedeker, Jodi Presswood, CEO Sindt, and Larry Pedley be signatories on all secondary back accounts. CFO Boedeker, Jodi Presswood, CEO Sindt, Larry Peldey, and Beth Will will be signatories on the primary account at Wells Fargo Bank.

It was moved by Barry Anderson and seconded by Lori Hain to add the aforementioned members to the primary and secondary bank accounts.

Aye: all (the motion was declared carried.)

3.0 **Agency Program Report**

3.1 CEO Report – Shelly Sindt

CEO Sindt referred to her written report in the Board packet. The Board was updated on Central Services and the window project at the Spencer office. The GrandPad program and possibilities were also discussed.

3.2 COO Report – Stacia Timmer

COO Timmer referred the Board to her written report in the Board packet. Items discussed were employees working virtually, return to office plan, and steps for employee and consumer safety once offices are reopened. The Vote Safely Campaign through i4a was also discussed. Congregate meal sites will not be open before Labor Day. Opening of the congregate meal sites will continue to be evaluated

4.0 Community Relations

- 4.1** County Updates – Feedback from Board Members and the general public.
No county updates.

5.0 Coming Dates

- 5.1** Next Board Meeting – 10:00 a.m. August 11, 2020, Conference Call
5.2 Webster County Caregiver Support Group – 2nd Wednesday and 4th Thursday of every month, 4:30 to 5:30 p.m. Elderbridge Office, Fort Dodge, Suspended due to COVID-19.
5.3 Clay County Caregiver Support Group – Spencer Elderbridge office (4th Wednesday of every month) Suspended due to COVID-19.
5.4 Caregiver Support Group – Trinity Lutheran Church, Mason City, Suspended due to COVID-19.
5.5 Caregiver Panel Discussion – Coon Rapids, Thomas Rest Haven Activity Room, 1st Tuesday of every month, Suspended due to COVID-19.
5.6 Fundraiser “Play it Forward” Event, July 23, 2020, 5:00 p.m to 6:30 p.m., virtual auction
5.7 Advisory Council Annual Meeting, August 26, 2020, 10:30 a.m., Fort Dodge Elderbridge Office
5.8 Caregiver Conference – August or September, Carrollton Hotel & Events Center, Carroll, Iowa

6.0 Adjournment

- 6.1** Adjournment

There being no further business before the Board, it was moved by Steve Kruse and seconded by Lori Hain that the meeting is adjourned at 11:10 a.m.

Aye: all (the motion was declared carried.)