



## Executive Board

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### *Meeting Minutes*

Thursday, June 15, 2023, 10 am

**Present** | Bill Siedhoff, Ann Bannes, Sr. Mary Ann Nestel, Karl Wilson

**Absent** | Cynthia Crim, Skip Batchelor, Julia Allen

**Other Attendees** | Jamie Opsal, Stephanie Herbers, Matt McBride

#### **Review and Approval of Minutes** (*Bill Siedhoff*)

*Karl Wilson made a motion to approve the May meeting minutes with amendments as presented at the meeting, Sr. Mary Ann Nestel seconded; Board unanimously approved.*

#### **Program and Grants Committee** (*Ann Bannes*)

*Emergency Grants* | Program and Grants Committee reviewed two emergency grant requests at their meeting on June 13; one from Northside Youth and Senior Service Center and one from City Seniors.

Northside Youth and Senior Service Center requested grant support in the amount of \$8,475 to help them replace an air conditioning unit that had stopped working in the previous week for their dining room and activity space. This is the main space where they hold congregate meals and activities for seniors; Northside also serves as one of the City's cooling centers during the summer. The request met the criteria for an emergency grant and Senior Fund has \$45,000 remaining in the Emergency Grant budget line for this fiscal year. Since the request aligned with the intent of this funding category and Grants Committee has authority from the board to approve grants under \$10,000, the Grants Committee voted to approve this request on Tuesday. No further action is needed from the board at this time.

City Seniors requested \$21,133 in grant support to replace the roof on their senior center building; their roof is currently leaking and needs to be replaced this year. The quote for roof replacement was \$31,133 and they have fundraised to contribute \$10,000. Overall the request aligns with this funding category. It is not an unanticipated event, but it is an event that needs to be addressed this year before it develops into an even more significant issue. After approving Northside's grant award, there was about \$36,000 remaining in the Emergency Grant budget line for this fiscal year. After reviewing the request, the Grants Committee recommended that the board approve the grant. No members had questions about the request.

*Notetaker: Stephanie Herbers*

Ann Bannes made a *motion to approve City Senior's emergency grant request in the amount of \$21,133, Karl Wilson seconded; Board unanimously approved.*

### **Fiscal Report – 3<sup>rd</sup> Quarter** (*Jamie Opsal*)

Katie Ratkowski presented the 3<sup>rd</sup> quarter fiscal report at the May meeting, but it was not approved for acceptance by the board.

*Karl made a motion to approve the 3<sup>rd</sup> quarter fiscal report as presented at the May meeting, Ann Bannes seconded; Board unanimously approved.*

### **Fiscal Committee** (*Karl Wilson*)

*Selection of Audit Firm* | Staff sent out a RFP to accounting firms, including Senior Fund's current accounting firm, for bids to carry out an audit for the current fiscal year and the FY2024 and FY2025. Audit RFP. The RFP was released May 11 and bids were accepted through June 9. Received one bid from RubinBrown. RubinBrown has worked well with the Senior Fund staff and board, proposed that the current audit team that has worked with Senior Fund team would continue, and presented a reasonable bid. Fiscal Committee reviewed their proposal and recommended for the Board to retain RubinBrown as Senior Fund's auditor for FY 2023 – FY 2025.

*Karl Wilson made motion to approve contracting with RubinBrown to carry out Senior Fund's FY2023, 2024, and 2025 audits, Sr. Mary Ann Nestel seconded; Board unanimously approved.*

### **Legal Counsel** (*Matt McBride*)

*Approval of Bylaw Changes* | The changes to the bylaws that were presented in May were scheduled for approval at this meeting, but there was not two-thirds of the board present. Since a delay does not negatively affect Senior Fund operations, approval of the bylaw changes will be deferred to the next meeting in September.

### **Executive Director Report** (*Jamie Opsal*)

*Grants Management System* | Senior Fund staff currently have clear processes, but a primarily decentralized system using various shared folders and Microsoft Office products for managing the life cycle of grants from application to award to closure. Going into the sixth funding year for Senior Fund, staff recommended contracting with a cloud-based grants management application to more centralize grant processes and records. Staff reviewed existing grants management applications including reviewing use of and recommendations by other funders similar in size and structure to Senior Fund. Meetings were held and quotes received from three vendors that most closely seemed to fit with what staff were looking for in a grants management system. Quotes ranged from \$4,500 - \$20,000/year. Staff recommended going with a vendor called Foundant which is quoted at \$6,600/year based on a two-year contract; after review with staff Grants Committee supports this recommendation.

*Karl Wilson made a motion to move forward with contracting with Foundant beginning in FY2024, Ann Bannes seconded; Board unanimously approved.*

*With no further business to discuss, the meeting was adjourned at 10:30 am by a motion made by Ann Bannes and seconded by Sr. Mary Ann Nestel; all were in favor.*

*Next full board meeting is planned to be held in person at the new Senior Fund office space in Peabody Plaza on **September 28 at 10am.***