

Area Agency on Aging Serving Napa and Solano

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Minutes of Board Meeting: Tuesday July 17, 2012, 2:30 PM Florence Douglas Senior Center, 333 Amador Street, Vallejo, CA 94590

Donald Bond, Presiding

Solano County

Dist. 1	Marty Kuehneman, Treasurer	Present
2	Vacant	
3	Donald Bond, Chair	Present
4	Steve Korn	Present
5	Stephen Murphy	Present
At-Large	James McCully	Excused
At-Large	Rev. Tony Ubalde, Secretary	Excused
At-Large	Vacant	

Napa County

Dist. 1	Carolyn Wrage, Vice Chair	Present
2	Thomas McNicholas, Vice Chair	Present
3	Vacant	
4	Vacant	
5	Vacant	
At-Large	Jo Ann Busenbark	Excused
At-Large	Edwin Warren	Present
At-Large	Vacant	

The meeting was called to order at 3:00 by Chair Donald Bond. A quorum was present.

Present: Leanne Martinsen – Executive Director, Doug Hanson – CFO, Harriett Dietz -- Planner.

There was no Public Comment.

Regular Business

- 1. The agenda for the July 17, 2012 was approved with a correction to the start time, and allowing for informational reports given prior to 3:00, when a quorum was present.**
- 2. Motion by Carolyn Wrage, 2nd by Steve Murphy to approve the minutes of the June 19, 2012 meeting as presented, motion carried.**
- Finance / Treasurer's Report:
 - Doug Hanson indicated that the June 2012 Financial reports are not available, as this is the last month of the fiscal year, and the accounts are still open.
 - Doug Hanson reported that we are changing accounting software this month, and working out the details. He also reported that we are waiting to hear if the City of Vallejo has accepted the plans for the office building expansion.
- Advisory Council Report and Recommendations – Sharon Monck was not able to attend this meeting to report information from the Advisory Council. Rev. Ubalde did participate as the Board liaison at the July 12 meeting of the Advisory Council. Leanne Martinsen reported that at the meeting, Staff from Community Action Napa Valley had made a presentation about the senior services programs, and that members of the Advisory Council were interested in offering assistance to CANV as they implement program improvements. Edwin Warren expressed interest in attending CANV Board Meeting, and Leanne Martinsen agreed to forward the information about meeting times and locations.
- Committee Reports

- a) Executive Committee: Donald Bond indicated that the Executive Committee had not met.
- b) Membership Committee
 - 1. Rev. Ubalde was not present, but the appointments of Carolyn Wrage (Napa) and Marty Kuehneman (Solano) have been extended for another 2-year term.
 - 2. Leanne Martinsen has corresponded with the Supervisors to encourage them to make appointments, and confirmed that the Napa Co. vacancies have been posted.

5. Executive Director / Staff Report:

Leanne Martinsen reported on current activities, including the following items:

- Staffing is stable, and we have 2 volunteers in the office this summer.
- Work on AAA website, transitioned to new format, with calendar to post events and place to post meeting agendas and minutes.
- Stop Falls Napa Valley (SFNV) Fall Prevention Program, TCWF approved \$150,000 for 3 yr., Auction Napa Valley invited full application (\$50,000/year) submitted 7-9.
- Both Napa and Solano County Prevention and Early Intervention Programs will be funded for the next fiscal year.
- AAA representation at various Commission and Coalition meetings.

- 7. Harriett Dietz distributed copies of a draft and discussed the updated outreach brochure that is being developed for the AAoA.

Old Business: None

Tabled Business: None

New Business:

- 1. **Motion by Carolyn Wrage, 2nd by Edwin Warren to approve the AAoA staff's participation in planning and fiscal sponsor for the Celebrating Seniors Event scheduled for October 7 in Napa, motion carried.**
- 2. Edwin Warren volunteered to check on meeting rooms in Yountville for the September or October Board Meeting.

Information Items:

- 1. The Schedule of Events was included in the meeting packet.

The Board adjourned at 3:15 PM.

The next meeting will be on August 21, 2012, at the Florence Douglas Senior Center in Vallejo.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____