

**MSAC Board Meeting
October 30, 2013, 1:00 PM
At MSAC**

Present: Board Members: Tina Muncy, Chair; Sue Stukey, Peter Harris, Jane Osgatharp, Sylvia Kingsbury, Fran Krushenick; MSAC Director, Janna Clar and guests: Jessica Baker representing the Montpelier City Council and Janet Clark.

Absent: Board Members Frank Wood, Liz Dodge and Janet Ressler

A. Main Agenda Item: Reviewing 2014-2015 MSAC Budget prior to submittal to Montpelier City Council.

1. Introduction: Janna remarked that we now have a much clearer picture of the budget as actual building expenses have become available throughout the year. Some items have cost more than expected, particularly utilities and upkeep.

Jessica Baker clarified that the City has asked all department heads to restrict budgets increases to not more than 1.7% overall. This will mean some cuts and some increases with slight “wiggle room” to adjust as needed.

2. FY 2015 Budget discussion:

MSAC proposing:

1. increasing dues by \$5.00: i.e. to \$15 for Montpelier residents and \$35 for Supporting Towns, leaving “other” at \$50 (seems topped out).
2. Increasing Class fees and/or adjusting fees for particular classes to reduce need to subsidize.
3. Asking Supporting towns for increased appropriations
4. Predicting a small increase in Membership
5. Continue to search for grant income (small grant from Hunger Mt. Coop recently)
6. Work to promote “Memorial Gifts”.
7. Clarified that “Corry Fund” is an endowment from which we receive yearly “interest only.”

Discussion:

Concern re: increasing both dues and appropriations from Supporting Towns. Feedback from those towns has been positive. Janna spends time promoting it in towns, and could use volunteer support in attending town meetings, etc. Janna clarified that documentation of income depends in which fiscal year it was received.

3. “FEAST” Program review:

We partner with Just Basics, paying them \$18,000 a year to help support meals and Meals on Wheels. Just Basics operates on a very tight budget. We provide logistical support but it does not take much staff time at present. Contributions from participant “eaters” and from home delivered meals are higher than expected; further grants are a possibility, as Government support decreases.

4. Endowment: is currently controlled by the City Council and we need to ask them when we take money from it (as we did for the building renovation). We might consider changes that would

allow MSAC more control. Janna noted there is a significant list of proposed capital improvements that are needed and she would like input at our meeting on Nov. 13, 2013.

5. Note of interest: The city is discussing bringing the Recreation Center back under City control, allowing for possible greater efficiency in sharing of resources; i.e. Rec. and Sr. Center Director/Program Director and/or Building and Grounds care, repairs, etc.

6. Running the Building

Meals program adds up...and is more expensive than anticipated. The City Council is behind the program as a value to the city.

Housing: We pay a "Condo Fee" to city (see p. 4 of Budget Details) which cover 40% of cost of phone lines, Insurance, utilities, elevators, boiler, trash, plowing, etc...(Joanne Troiano with Housing Authority directs the condo.) Expenses are up because fuel was not budgeted by the Housing Authority last year, and other utility changes.

Janet Clark suggested separating Meals/Kitchen program from the regular budget.

Contributions did increase during registration due to the added line requesting them. Also, some city council members have donated their "stipend" to the Center.

Just Basics Program Clarifications:

"FEAST" was a fundraiser for that organization, through us. We used little staff, and it was a joint volunteer project. The MSAC Volunteer Luncheon will be held November 20. We are paying Justin to do the meal. Question: Can we use the kitchen? Ans: Only in a limited way. We have an agreement that, as all of Justin's equipment and food is there, no one else will use it. Justin pays for the food he uses and has first right of refusal for all MSAC food-events.

7. Next Steps for Budget

a. November 2: Janna goes to City Council (presents draft?)

b. Need to balance the current \$11,000 shortfall:

1) Decrease proposed instructor pay?

2) Stop programs that don't pay, or fund themselves?

3) Employees/staff:

Staff already paid less than most

Janna recommends minimum 2% increase in salaries

4) Increase instructor fees?

5) Increase fees for classes?

6) Increase contributions!

8. Next Meeting November 13, 1:30 PM at City Hall

Agenda items: Budget, Off Site Programs (consider not subsidizing), Other?

Respectfully submitted:

Sue Stuke, Secretary

11/ 8/ 2013