

**Council on Aging Nutrition Advisory Council Minutes
Wednesday, November 14, 2012**

Call to Order: Chair Janet Kopp called the meeting to order at 10:30 a.m.

Approval of Agenda: Ellen Trewartha, seconded by Marti Everts, made a motion to approve the agenda. Motion carried.

Roll Call:

Present: Terry Burrington, Marti Everts, Janet Kopp, Mike Santucci, Diane Tester, Ronnie Thomas, Supervisor Terry Thomas, Ellen Trewartha, Joan Wilson

Excused: Nancy Flood, Hjordis Olson, Daryl Porter, Doris Thom, Nancy Toubl,

Staff Present: Joyce Lubben, Ranee Goodroad

Introduction of Visitors: Also present were Kim Whitford, Marcy Berner-Reedy and Tanya Kelly.

Citizen Participation, Communications, and Announcements: Marcy Berner-Reedy announced that several veterans had volunteered to deliver meals in observance of Veterans' Day. She also presented a sample of handmade gifts that will be distributed to home delivered meal recipients during the holidays.

Ronnie Thomas thanked everyone who had participated in the recent election as part of the democratic process.

Approval of October 17, 2012 Minutes: Terry Burrington made a motion to approve the October 17 2012 minutes as distributed, seconded by Mike Santucci.

Staff Report:

Staffing Change at Clinton Location: Ranee Goodroad reported that Carol Lieb, site manager at the Clinton dining center is retiring at the end of November. The position will be filled with two individuals that currently volunteer at the site.

Closing of Olympian Village Dining Site: Ranee Goodroad reported that approvals have been granted to close the Olympian dining site effective December 31, 2012. The participants have been notified.

Alternate Sites for Janesville Site Location: Ranee Goodroad stated that Riverview Heights will be making additional parking places available to participants at that dining center. Those parking spots are being shared by several residents and the building manager. This solution will work for the time being, but it would be appropriate to identify alternate locations for the future.

Annual Participant Surveys: Ranee Goodroad shared draft questions for the annual participant surveys and requested input on the surveys.

Reports:

Dining Center Visits: Reports of visits to dining centers were provided by Janet Kopp, Diane Tester, and Ellen Trewartha.

Nutrition & Health Associates: No report.

Best Events: Kim Whitford stated that the holiday meals are being served on Tuesday November 20 and Tuesday, December 18, 2012.

Adjournment: A motion was made by Joan Wilson to adjourn, seconded by Marti Everts. Motion carried. Meeting adjourned at 11:15 a.m.

Minutes not official until approved by the Nutrition Advisory Council.