

**Council on Aging Nutrition Advisory Board Minutes**  
**Wednesday, December 16, 2015**

**Call to Order:** The meeting was called to order by Chair Sonja Heiser at 10:00 a.m.

**Approval of Agenda:** A motion was made by Marti Everts, seconded by Peg Slaback, to approve the agenda. Motion carried.

**Roll Call:**

Present: Nancy Arnold, Jean Boyle, Marti Everts, Dawn Fossum, Sonja Heiser, Jo Ann Koltyk, Char Lezvow, Supervisor Norvain Pleasant, Suzanne Rasmussen, Peg Slaback, Chuck Wilson

Excused: Pam Strom

Staff Present: Joyce Lubben, Ranee Goodroad

**Introduction of Visitors:** Also in attendance were Kim Whitford, Best Events and Maggie Sanna, Nutrition & Health Associates.

**Citizen Participation, Communications and Announcements:** None.

**Approval of November 18, 2015 Minutes:** A motion was made by Supervisor Pleasant, seconded by Chuck Wilson, to approve the November 18, 2015 minutes. Motion carried.

**Staff Report:**

Update on Evansville Site: Ranee Goodroad provided an update regarding arrangements for reducing the days of service at Creekside Place and also for the delivery of home delivered meals. It seems everything is now in place for a January 1, 2016 change in operations.

2016 Holiday Meal Schedule: Ranee Goodroad provided the calendar of special holiday meals that are scheduled for 2016.

Report on Volunteer Management Essentials Workshop: Ms. Goodroad provided a summary of a workshop she attended on volunteerism. Wisconsin is ranked #5 in the nation for volunteerism.

**Reports:**

Best Events: Kim Whitford stated the winter menu is going well and she continues to work on the spring/summer menu.

Nutrition & Health Associates: Maggie Sanna stated she visited the Evansville site and will be working on the spring/summer menu analysis in the coming month.

Dining Center Visits: Reports on dining center visits were provided by Supervisor Pleasant and Chuck Wilson.

**Adjournment:** A motion was made by Marti Everts, seconded by Chuck Wilson, to adjourn the meeting. Motion carried. Meeting adjourned at 10:50 a.m.

*Minutes not official until approved by the Council on Aging/Nutrition Program Advisory Board.*