

Minutes of the Board of Directors
of the Parkinson's Support Group of Sonoma County

March 20, 2019

Members Present:

Nancy Wilson, Laurie Sutton, Marc Alexander, Karen French, Sandy Barrett,
Marie Kay Hansen, John Hamilton, Patrick Hardman, Cheryl Fox and Barbara France

Member Absent:

Mary Reed

Call to Order:

The regular meeting of the Board of Directors of the Parkinson's Support Group of Sonoma County (PSGSC) was called to order by Chair, Nancy Wilson at 10:05 a.m.

Approval of Minutes:

The Minutes of the February 20, 2019 Board Meeting were approved with the correction of the ParkinsonWISE date to April 13th.

Treasurer's Report:

Laurie presented Teresa's monthly statement.

Income:

\$524.00 Donation Jar
\$ 99.75 Oliver's Community Card
\$ 38.97 Amazon Smile
\$.88 Interest
\$ 18.44 Sale of Tulip Pins

Total Income for the month: \$682.04

Expenses:

\$ 246.92 Gifts for outgoing Board Members
(\$2,237.00) Dance class after \$2150.00 Fundraiser
\$ 68.00 Singing Class
\$ 224.00 Bookkeeping expense
\$ 50.00 Meeting Setup/take down
\$ 5.42 Finance Committee
\$ 21.89 Repairs and Maintenance (battery & charger for camcorder)

Total expenses: (\$1,619.77)

Net income for February: \$2,301.81

Net income YTD: \$628.22

Cash accounts total : \$41,514.45

Marc verified that accounts match bank statement.

Laurie said that she would need new checks for our account and there were three ways to proceed. The first would be to buy and install a financial application on her computer at a cost of approximately \$300, since the program is non transerrable we would have to buy the next Treasurer a new copy of the application, the second alternative would be to simply order new checks at a cost of about \$20 and the third option would be to use the BillPay option of our bank, Wells Fargo which would involve no further cost at all. After consideration of all three options, the consensus was that Laurie would investigate BillPay further with particular interest in having Nancy and/or Marc also be notified when a check was written on the account. This notification would provide a further level of security and is a feature that would not be available with the first two options.

Budget:

Teresa sent the budget to all Board members for review prior to the meeting. Nancy asked for additions or changes to the budget, there being none she called for a vote to accept the budget as proposed. The voice vote was unanimous.

Preparing for the future of PSGSC:

Nancy reported that she has talked to a friend who works with leadership groups to ensure a long and healthy life of the group and their Boards. Nancy hoped we could use the suggestions as a springboard to thinking about the future of our own Board. One suggestion, which we could begin working on immediately, was to create greater volunteer opportunities. Volunteering has two benefits: One is that it creates investment in the group and secondly, it lessens the total responsibility resting on the individual Board members. In the long run, volunteerism could provide a path to Board membership. Since time is a critical factor for everyone in group whether we are a PWP or a caregiver, volunteering allows people to offer assistance based on time available and it lessens the time commitment on Board members. After discussion it was decided that Barbara would gather the necessary information and prepare a form to be passed at the next meeting asking for volunteers to help Karen at the Sr. Expo, Patrick find to an assistant and aid Marie Kay in getting assistance in the Library. Discussion will continue at the next meeting to assess the results and plan further efforts.

Programs:

Speakers:

Marc said that he has been looking at filling the open dates in our speaker schedule. Dr. Khandhar has said that he would like to speak to the group again, he will get back to Marc with a date, possibly October or November. Marc said that he is hoping to have speakers on "Strategies for slowing down progression" and sleep disorders.

Nancy said that she had gone to a talk given by Janice Sternfeld and Brian Griffin from Kaiser who will be our speakers in May. Nancy felt that their presentation was centered on filling out a booklet which would ultimately result in setting up an

Advanced Health Care Directive and missed out on some of the first steps of preparation required to make the decisions that would end up in a legal document. Cheryl, who will be our speaker in April will speak to the issues to be considered before making the legal decisions. This aspect includes thinking about the quantity and quality of end of life care. This discussion is applicable to everyone not just PWP. Having our wishes known makes decisions easier for everyone, the family and the patient, long before the legal document is needed. Cheryl will suggest reading the helpful book, "Being Mortal" by Atul Gawande. Marie Kay will obtain at least two more copies for the Library.

Dance:

Nancy said that she has handed everything over to Catherine Luther who now will be the point person for the Dance group. Catherine has been organizing it for several months now and the transition from Nancy to Catherine has been seamless. The group remains strong and enthusiastic.

Singing:

John reported that the Singing Group is growing and enjoying Steve Delap very much.

Caregivers Group:

Marie Kay said that they have added another meeting so that they now meet twice a month. They have been meeting at various places. Cheryl said that Brookhaven would be happy to have them meet there. Marie Kay will take the suggestion to the group.

ParkinsonWISE:

Marc said that only 8 were signed up at present but their are probably 20 that will be signing up in the near future. Nancy will be at the training on April 13th to help Marc.

Sr Expo:

Karen will organize the contents of the table to include information about PSGSC and our activities. There will be a donation jar and Tulip pins for sale. She has had the brochure translated into Spanish and would like to have some printed. It was decided that we would have 25 printed and make further printing decisions at a later date.

Publicity/Library:

Marie Kay said that she thought that the members of the group would be willing to go through the storage closet at the Church to clear out the outdated and no longer useful items.

Data Base:

Now that we have a new Data Base form we must decide the most efficient way to have them completed by the membership as a whole and then how to have new members fill them out. Michael and Pam (last name?) have been very helpful in stepping in to welcome people to the meeting but the time required to refile all the name tags is more than they want to take on. The Board discussed the necessity of keeping track of the dates of meetings members attend and decided that that information no longer served a purpose so we could do away with the name tags altogether and just use stick on name tags at each meeting. That would eliminate needless work and hopefully cause less congestion in the entry. It would also free up a table space and we could use for our resource information. We will try the disposable name tags for everyone at the next meeting. There is still the need to greet the new members, give them the data base form to fill out and give them a new member packet. We will continue the discussion about how to have the entire membership fill out the new form anyone with suggestions should contact Nancy or Laurie.

Fundraising:

Mike Siegel has said that he cannot spear head the PSGSC participation in the Human Race this year. Sandy Grant, until she retired from the Board, was also active in organizing PSGSC participation so now that both Sandy and Mike are no longer available and the date of the race is the same day as our May meeting it is unlikely that we will have a significant representation. Mike has contacted Jean Shanahan, who will not participate in the race this year. We will have entry forms available at the next meeting.

Recommended resources:

We now have brochures for Rock Steady Boxing, the new PD exercise class at ParkPoint and ATA Strong (I'm not sure about the title at all). We have had questions about recommending private businesses but these are all led by people familiar with and mindful of the needs of PWP and all three of are specifically designed for PWP. We will have their flyers available and have them listed as resources on the website.

Adjournment:

The meeting was adjourned at 12:00 p.m. by Chair. Nancy Wilson. The next meeting will be April, 17, 2019, at Sunrise Senior Living.

Respectfully submitted,
Barbara France, Recording Secretary