

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

April 18, 2018

Members Present:

Kathy Osbun, Sandy Grant, Sandy Barrett, Marc Alexander, Marie Kay Hansen, John Hamilton, Karen French, Art Rosenblum, Nancy Wilson, Mary Reed and Barbara France

Member Absent:

Ann Walker

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, Kathy Osbun at 10:00 a.m.

Approval of Minutes:

Under Human Race: It is Mike Siegal rather than Mark Siegal.

Under Speakers: Marc said that Robert Leavitt is a choice, among others to speak at a future meeting.

The Minutes were approved with these corrections.

Treasurer's Report:

Sandy G. reported income for the month:

\$338.00 Donation Jar

\$ 35.00 Individual donations for the John Self Memorial.

\$.87 Interest

\$112.92 Oliver's Community Card

Total March Income is \$486.79

Expenses:

\$206.00 Dance for PD

\$ 50.00 License & Fees, Statement of Information late penalty fee

\$130.43 Printing of envelopes and labels for New Member Packets

\$250.00 facilities rental for April and May

\$164.00 Singing Group

Total Expenses for the month are \$800.43

Net income for March is (\$313.64) Net income Jan through March is (\$1898.27)

Cash Accounts total \$39,180.20.

Art verified that statements match bank statements.

The audit was carried out last month.

Sandy went over the proposed budget. She reiterated that we will be spending more money this year with a lowered income stream compared to last year. With this in mind she asked for a discussion of our various contributions. Last year we gave \$300 to the Parkinson's Foundation and \$500 to PANC plus a couple of smaller amounts to various causes; the question is, do we want to include an item for \$1000 for contributions this year. After discussion, Art moved that we include an item for \$1000 for contributions, including \$300 to the Parkinson's Foundation and \$500 to PANC, in our 2018 budget. Nancy seconded the motion and it was passed on a voice vote.

100 New Member packets have been printed at a cost of \$345.

Sandy said that we need to order 500 new brochures. Art made the motion to authorize printing, which is estimated at \$370.33, for new brochures. John seconded the motion which was passed on a voice vote.

Nancy made a motion that the 2018 proposed budget be accepted, Karen seconded the motion which was passed on a voice vote.

Hiring an Accountant:

Sandy asked if anyone had a suggestion of an accountant and added that she would check with the Volunteer Center, the Council on Aging and Redwood Caregivers for possible referrals.

Programs:

Speakers: Marc said that he had done some follow up on a CNN report that an anti-psychotic drug, Nuplazid, used by Parkinson's patients had been involved in 700 deaths. The FDA has reviewed the situation and sees no reason for change. The same warnings will remain as before. Steven Hall, a UCSF psychiatrist and our February speaker, had mentioned this drug in his talk.

Marc said that our May speaker will be Lisa Oei. She will be leading a presentation and demonstration of exercises for Parkinson's patients. Lisa works exclusively with Parkinson's disease, and she bases much of her work on PWR and Delay the Disease. She is the founder and driving force of PD-Connect in Marin County. She received her Doctorate Degree in Physical Therapy from UCSF. Marc has had constant with Robert Leavitt, Julie Smith Allison Low and Susan Weigman and asked them to join us.

Nancy added that Nicole Martinovich from the "Y" has expressed interest in starting exercise classes for PWP and she will invite Nicole as well.

Break out groups: Marc said that their group primarily discussed exercise and Sandy's group had more of a general discussion.

Dance for PD: Sandy said that the class was going well and Katherine Luther and her assistant Judy were taking over quite seamlessly. Sandy will talk to them about some type of fund raiser in this upcoming year.

Singing Group: John said it was going well and they had one more woman at the last class.

Caregivers Group: Marie Kay said they average between 6-8 each meeting and they have settled into a “going around the table” format that allows time for everyone to speak.

Facilitators for May:

John and Sandy B will be facilitators for the May break out groups.

Future Board:

Sandy has made a contact who is a possibility for the 2019 Board

Treasurer’s Job:

Art has asked for a discussion of separating the treasurer’s and accountant’s jobs. Going forward there is added security to separating the jobs. Art also felt that we would still need a third person to verify the accounts and bank statements at each meeting. It was also thought that the donation jar money at both the meetings and dance class should be counted by two people before it is taken by the Treasurer. This has not been a problem but as situations and officers change it will provided added security going forward.

Sandy G. said that an outside accountant will cost at least \$60.00/hour and the job would require one to two hours per month plus five to six hours for the year end reports.

After some further discussion Art made the motion to separate the treasurer’s and accountant’s jobs and that we obtain a professional outside accountant beginning with the 2019 Board. Mary seconded the motion which was passed on a voice vote with one abstention.

Sandy will write another job description for the treasurer’s job. With an outside accountant, knowledge of QuikBooks will not be as much of a necessity for the treasurer.

Changing the number of Board members:

Kathy said that according to our by laws the Board is composed of 15 members, requiring 8 for a quorum. For the last two years we have not had 15 members though only once did we lack a quorum. When we wrote the by laws our attorney said that 15 was a large number to have on the Board but that we could decrease the number if we found over time that 15 was not a viable number. Kathy asked for discussion about decreasing the number for the 2019 Board. We must have an odd number on the Board so the likely reduction would take us to either 11 or 13. Eleven seemed to be the number most Board members favored. Sandy will check with our attorney about making this change.

Clinic Update:

Karen spoke with Claire Richardson who is the office manager at the UCSF Creekside clinic. They have an OB/Gyn clinic and pediatric physical therapy at their facility. The Pediatric physical therapy clinic will be closing but Claire said they really did not have room to run a PD Clinic. Claire did say that she was willing to discuss the issue with Dr. Katz.

Library and Publicity

Sandy G. needs book reports. The book reports really spark interest in the library.

We can no longer order the information booklets on various PD topics from the Parkinson's Foundation in bulk, members have to order them on their own. Marie Kay will make up a flyer that details how members can obtain these booklets.

Fund Raising:

Human Race: Mike Siegal is organizing the PSGSC effort to support the Human Race. Sandy is walking and would appreciate support. You can also donate by going to the FaceBook page for the Human Race. If writing a check they should be made payable to The Volunteer Center of Sonoma County.

Oliver's and Amazon Smile programs are ongoing and do well.

Scholarships: Sandy has one scholarship in process for LSVT LOUD

Clinical Trials:

The new list by Marc of Clinical Trials will be available at future meetings.

Adjournment:

The meeting was adjourned at 12:00 p.m. by Chair Kathy Osbun. The next meeting will be Wednesday May, 16, 2018 at Brush Creek Senior Living.

Respectfully submitted.

Barbara France, Recording Secretary.