

**MINUTES OF THE BOARD OF DIRECTORS  
PARKINSON'S SUPPORT GROUP OF SONOMA COUNTY  
Meeting by Zoom, November 18, 2020**

**Members Present:**

Nancy Wilson, Marie Kay Hansen, Bill Jordon, Marc Alexander, Meg Alexander, Judy Deas, Cheryl Fox, Tess Lorraine, Patrick Hardman

Absent: Sandy Barrett, Susanna Kraus, John Hamilton

Guest: Mary Radu, Facilitator for Future Planning

**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 the Chair, Nancy Wilson, at 12:05.

**Approval of the Minutes:**

A motion to approve the Minutes of the October, 2020 Board Meeting was made by Bill Jordon, seconded by Judy Deas, and approved unanimously by the Board.

**Treasurers Report:**

Judy Deas reported that there was very little financial activity in the last month. The \$250 donation was made by participants in the Speech Class.

Nancy suggested that Board Members once again send "ask letters" to potential donors. The effort could bring in \$1,500 - \$2,000 and balance our budget for the year.

A motion to accept the financial report was put forward by Marc Alexander, seconded by Cheryl Fox and approved unanimously.

Profit & Loss

Income: Oliver's Community Card \$86.84; Individual Donations: \$250.00 from Vern/Amy Davitte, and \$50.00 from John/Laura Barrett; Donation Jar: \$50.00; Interest \$.28. - Total Income for the month = \$437.12.

Expenses: Bookkeeping Expense \$87.50; Dance Class Expense \$330.00 - Total expenses = \$417.50.

Net Income for October is \$19.62. YTD is <\$2,043.08>.

Note: In September, a \$20.00 donation for dance was misclassified as donation jar. An entry was done in October for reclassification.

Balance Sheet

Cash accounts total \$33,753.43.

**Future Planning:**

Nancy introduced Mary Radu to the Board, and members of the Board shared their tenure and responsibilities on the Board with Mary. Nancy introduced our Planning Session with a positive take on the opportunities it offers us as a Board. This is particularly good time since we are experiencing a lull in activity as a result of the pandemic and an uncertain future when things resume. We are in a

time of transition. She asked Board member to share their thoughts about things we are doing successfully and want to continue as well as new areas we might consider. Responses of the members are collected below:

#### Good Outcomes in the Past:

- A very successful range of program - speakers, Caregivers Support Groups, dance, singing, communication, women with Parkinsons group, resource sharing, library & resources
- Important service for the Community
- An engaged and active Board with a range of talents
- An intimacy provided by monthly meetings in person. Lacking now, but we want to be prepared to resume when vaccines arrive
- Successful use of Zoom to continue meetings & programs

#### Thoughts For the Future:

- Develop ways to reach more people and a greater diversity of people
- Network with other organizations See how this outreach might serve to better support us financially
- Take advantage of new technologies to expand our outreach and deliver our services
- Connect with millennials and GenXers who have cutting edge skills and experience
- Recruit new members to take on responsibilities, including as Board members
- Recruit “buddies” to share tasks with Board members.
- Create channel for providing tech support to members
- Help members navigate Zoom opportunities for exercise, support services, etc.

Mary Radu gave the Board an analogy to clarify how we might proceed. Taking care of an organization is much like taking care of a house. The first responsibility is foundation, followed by building, then maintenance. Is the structure of the Board clear? Do we have people to take on these responsibilities? When those bases are covered, we can expand our activities.

Mary and Nancy prepared a Worksheet identifying Board positions and the responsibilities associated with each job. The Board reviewed these in detail, made some recommendations and changes, and Nancy received commitments from Board members to fill these jobs in 2021. The future plan will be finalized in the next two months.

The discussion led to the following action items:

Action item: Refine Worksheet 2021 Board Position Responsibilities

Due by: Input by Board Meeting 12/16/20

Responsible: Nancy to send updated Worksheet to Board Members by 12/1/20

Board Members to review and be prepared for discussion at Board Meeting, 12/16/20.

Action item: Meet with Mary, Cheryl and Tess to review and clarify responsibilities for the Board Co-chairs.

Due by: Report at Board Meeting 12/16/20.

Responsible: Nancy and Mary

Action item: Conversation with Cynthia Fink about Newsletter development and joining Board

Due by: Report at Board Meeting 12/16/20

Responsible: Nancy

Action item: Consult with Board Members: Sandy Barrett, John Hamilton, Patrick Hardman and Susanna Kraus about commitment to 2021 Board.

Due by: Report at Board Meeting 12/16/20

Responsible: Nancy

Action item: Prepare 2020 Fundraising Letter for Board Use

Due by: Write, copy, distribute materials to Board Members by 12/1/20 for mailing first week of December

Responsible: Nancy

Action Item: Investigate materials in our church storage closet. Decide fate of everything.

Due by: Prior to 12/31/20

Responsible: Marie Kay and Nancy

**Adjournment:** The meeting was adjourned at 1:45 pm. Our next meeting is December 16, 2020, 12 - 1:30 pm by Zoom. We will resume "Future Planning" when we meet.

A Nourishing & Healthy Thanksgiving to all,  
Your Recording Secretary, Meg Alexander