



SDCCPSG BOARD MEETING | MINUTES

Meeting | 05/11/2020 | Meeting location ZOOM Phone & Video Conferencing
 Meeting called by Nancy Floodberg **Attendees:** Dolores Cohenour, Nancy Floodberg, Jodi Harrison, Susan Howard, Tony Jeske, Bruce Lowe, Jim Paterniti.
Type of meeting SDCCPSG Board Meeting **Absent:** Debbie Jordan, Ron Phillips, Debbie Stubbe.
 Facilitator Nancy Floodberg
 Secretary Susan Howard
 Timekeeper Tony Jeske

Agenda Topics **I. REVIEW**

A. Time | 10:07A | **Board Minutes** | Nancy Floodberg

MOTION: The May Board Minutes be accepted as read.

MOVED: by Jim Paterniti, **SECONDED** by Tony Jeske.

VOTE: Board members in attendance voted unanimously in the affirmative. **THE MOTION CARRIED.**

Action items	Person responsible	Deadline
None		Click or tap here to enter text.

B. | **Action Items** | Nancy Floodberg

Discussion: Outstanding Action Items reviewed.

Conclusion: Completed April Action Items checked off on April Minutes, outstanding Action Items identified, carried forward and/or assigned new deadline. These are:

Action items	Person responsible	Deadline
Audit letter needs to be submitted to Treasurer and President.	Tony Jeske	06/08/2020
SDCCPSG website to be reformatted.	Bruce Lowe	06/15/2020
Inform High School PD Clue of "I'm Here For You!" Project.	Nancy Floodberg	06/08/2020
Purchase Liability Insurance.	Tony Jeske	06/08/2020
Revisit Zoom support group format.	Board Members	06/08/2020
Revisit future Board, PLPSG meeting location/s.	Board Members	08/10/2020
Meet with HHSA IT re: problematic SD Rm overhead projector.	Tony J, Nancy F.	Post-quarantine
Continue to develop Jeopardy Game social ice breaker.	Jodi Harrison	Post-quarantine

II. UPDATES

A. | **Treasurer** | Tony Jeske

Discussion: Signed Audit letter has not been received from Peter Keys.

Conclusion: An address issue may have contributed to the Audit letter not being received or returned.

Action items	Person responsible	Deadline
Confirm mailing address and resend Audit letter to Peter Keys for Tony Jeske signature.	Tony Jeske	06/08/2020

B. | **Webmaster** | Bruce Lowe

Discussion: Website reformatting is underway.

Conclusion: Formatting will be complete by mid-June.

Action items

None

Person responsible

Click or tap here to enter text.

Deadline

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III. REPORTS

A. | **President's Monthly Report** | Nancy Floodberg

Discussion: PF Caregiver Summit, PA weekly Webinars, Phone Tree, "I'm Here for You!" Project, Newsletter, Events & Due Dates Calendar.

Conclusion: PF Virtual Caregiver Summit will be 05/16/2020; PA Webinars are timely and informative; Phone Tree has been well-received; "I'm Here For You!" Project has had a slow response; Flying Solo support group is not meeting.

Action items

Promote weekly PA Webinars and Events Calendar via our Phone Tree.

Person responsible

Board members

Deadline

Ongoing

Offer continued one-on-one Zoom support to our participants.

Patsy Manning

Ongoing

B. | **Support Group Leaders' Reports** | Nancy Floodberg

Discussion: PBPSG, PLPSG, Do you DUOPA?, ZOOM Fatigue & Etiquette (handouts).

Conclusion: April: PBSG = 0, PLPSG = 16, DUOPA (not held). Use ZOOM Fatigue article in upcoming Newsletter.

Action items

Reassess PBSG ZOOM format after May meeting.

Person responsible

Board members

Deadline

06/08/2020

Use ZOOM Fatigue article in upcoming Newsletter.

Nancy Floodberg

07/01/2020

C. | **Treasurer's Report** | Tony Jeske

Discussion: Financials, Balance Sheet (handout).

Conclusion: There are no outstanding bills and the current bank balance is \$16,065.55.

Action items

None

Person responsible

Click or tap here to enter text.

Deadline

D. | **Webmasters Report** | Bruce Lowe

Discussion: Google Analytics, Website reformatting, visitor hits, and site "Call to Action" (CTA) items.

Conclusion: Website hits at 221 in April, up from 100 in March (SDCCPSG's April Newsletter was published on PA's website). CTA items will be featured on the website as they are identified and communicated to webmaster.

Action items

Refer PD community to SDCCPSG website when seeking information (downloads, links, etc.).

Person responsible

Board Members

Deadline

Ongoing

Forward "Call to Action" items to webmaster for posting.

Nancy Floodberg

Ongoing

IV. DECISIONS

A. | **Because of phone tree implementation, do we initiate insurance coverage now or wait until we are holding live meetings?** | Nancy Floodberg, Tony Jeske

Discussion: Board member responsibilities and corresponding liabilities were identified.

Conclusion: Liability insurance coverage is wise to have in place even while we are meeting solely via ZOOM.

MOTION: SDCCPSG purchase insurance coverage now.

MOVED: by Jim Paterniti, **SECONDED** by Susan Howard.

VOTE: Board members in attendance voted in the affirmative with one-member abstaining. **THE MOTION CARRIED.**

Action items	Person responsible	Deadline
Select and purchase liability insurance coverage now.	Tony Jeske	06/08/2020

B. | *Do we want to make phone contact with and introduce ourselves to potential live meeting locations this month?* | Nancy Floodberg

Discussion: With the end of quarantine undetermined, our population at greatest risk, and potential venues currently challenged trying to identify and develop future access, distancing and sanitation parameters for their regular participants, accommodating “user” requests is premature and likely will result in future incurred costs for the “user”.

Conclusion: The Board not initiate phone contact with potential live meeting locations this month.

MOTION: SDCCPSG Board not initiate phone contact with potential live meeting locations this month.

MOVED: by Bernie Cohenour, **SECONDED** by Dolores Cohenour.

VOTE: Board members in attendance voted unanimously in the affirmative. **THE MOTION CARRIED.**

Action items	Person responsible	Deadline
Revisit contacting potential live meeting locations.	Board members	08/10/2020

C. | *Do we want to add additional virtual Support Group/s in June and, if so, what type/s? (PM Zoom, Social Hour Zoom – AM Coffee, PM Tea or “Happy Hour”)?* | Nancy Floodberg

Discussion: More time is needed to determine whether additional supports groups would be beneficial.

Conclusion: Revisit the need for additional support groups in one month.

MOTION: SDCCPSG Board revisit the need for additional support groups at the June Board meeting.

MOVED: by Nancy Floodberg, **SECONDED** by Tony Jeske.

VOTE: Board members in attendance voted unanimously in the affirmative. **THE MOTION CARRIED.**

Action items	Person responsible	Deadline
Revisit the need for and type of additional support groups at the June Board meeting.	Board members	06/08/2020

There being no further business, the meeting was adjourned at 11:40AM.

Next Board meeting June 8, 2020, 10:00 – 11:30AM via Zoom

<https://us02web.zoom.us/j/408133800>

Respectfully submitted by Susan Howard & Nancy Floodberg