



# SDCCPSG BOARD MEETING | MINUTES

Meeting | 11/18/19 | Meeting location | SD Health & Human Services Agency - University Rm  
 Meeting called by | Nancy Floodberg | **Attendees:** Dolores Cohenour, Nancy Floodberg, Jodi Harrison, Deborah Jordan, Tony Jeske, Bruce Lowe, Debbie Stubbe; Guests - Patsy Manning, Susan Howard

Type of meeting | SDCCPSG Board Meeting  
 Facilitator | Nancy Floodberg | **Absent:** Jesse Luna, Jim Paterniti, Ron Phillips  
 Secretary | Dolores Cohenour  
 Timekeeper | Tony Jeske

## Agenda Topics

Time | 10:14-10:16A | *Agenda Format* | Nancy Floodberg

Discussion: Current versus Smart Agenda and Minutes formats.

Conclusion: Smart formats are brief, succinct and capture the salient information. The Board agreed to implement both Smart Agenda and Minutes formats.

Action items	Person responsible	Deadline
Implement Smart Agenda & Minutes Formats	Nancy Floodberg	12/09/19

Time | 10:16-10:18A | *10/14/19 Board Minutes* | Nancy Floodberg

**MOTION:** Moved by Tony, seconded by Debbie J. that the Minutes be accepted as read.

Discussion: None. Moved by Tony, seconded by Debbie J. that the Minutes be accepted as read.

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

Time | 10:18-10:27A | *Updates* | Nancy Floodberg

Discussion: Contact Information Form (CIF), new K & S Calendar, and Resource Guide, Equipment issues.

Conclusion: Some CIFs received are resubmissions. CIF Google spreadsheet headings continue to misalign. K & S Calendar is now being used. The Resource Guide is the last piece to be developed for the Welcome Packet.

Action items	Person responsible	Deadline
Track and delete duplicate CIF submissions	Nancy Floodberg	Ongoing
Email Welcome Letter/Pamphlet to new CIF submitters	Nancy Floodberg	Ongoing
Reestablish CIF Google spreadsheet headings	Nancy, Bruce	01/13/20
Search for Computer battery, evaluate recorder	Ron Phillips, Tony Jeske	01/13/20

Time | 10:27-10:32A | *Updates* | Tony Jeske

Discussion: Audit, Annual Report, Directory.

Conclusion: Peter Keys, Dolores Cohenour and Tony will conduct our audit before February 2020. Our Annual Report is due by February 2020. The Directory is ready to print and assemble, either professionally or by us. We will be printing 50 Directories. The cost is \$5.00/Directory to have it done.

Action items	Person responsible	Deadline
Audit	Tony, Dolores, Peter Keys	02/10/20
Annual Report	Tony Jeske	02/10/20
Directory printing & assembly	Tony, Nancy	01/13/20

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Time | 10:32-10:37A | *Updates* | Bruce Lowe

Discussion: Website library, Zoom script, calendar change authorization, Google Analytics.  
 Conclusion: The website library is pending receipt of our book list. Zoom user “how-to” script is needed.  
 Nancy and Bruce are authorized to make calendar changes. Oct. Google Analytics: Increase in new visitors, 30 viewers day newsletter sent out. Bounce rate up. New website format will roll out in Jan. 2020.

Action items	Person responsible	Deadline
Library book list to webmaster, Bruce Lowe	Debbie Jordan	12/09/19
Develop Zoom user script and send to Nancy	Bruce Lowe	12/09/19

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Time | 10:37-10:45A | *Updates* | Debbie Jordan

Discussion: Submitted paper Contact Information Forms are missing information. November Speakers’ Series thank you notes have been sent.  
 Conclusion: Missing CIF information requires a follow-up call.

Action items	Person responsible	Deadline
Give paper CIFs with missing information to Debbie	Nancy, Tony	Ongoing
Call to obtain missing CIF information	Debbie Jordan	Ongoing

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Time | 10:45-10:55A | *President’s Monthly Report* | Nancy Floodberg

Discussion: Newsletter history developed. Aware in Care kit distribution, Support Group Leaders’ Training, Empowerment Day-newsletter popular, open Board positions (Grant Writer/Fundraiser, At-Large, Tech Support), 2020 Speakers’ Series Schedule, SDCCPSG generic information card.  
 Conclusion: Jodi Harrison volunteered to be Grant Writer/Fundraiser. The Board approved use of our new generic business card. PMDA Leadership information will be shared at next month’s Board meeting.

Action items	Person responsible	Deadline
Email Board PMDA’s “Reflections of Everyday Leadership”	Nancy Floodberg	12/05/19
Read “Reflections of Everyday Leadership”	All Board Members	12/09/19
Identify your Leadership “Influence Tactic/s”	All Board Members	12/09/19
Send Survey Monkey to identify Bd. Members “Tactic/s”	Nancy Floodberg	12/07/19

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Time | 10:55-11:00A | *Support Group Leader Reports* | Nancy Floodberg

Discussion: Pt. Loma-no Dec. mtg, Pacific Beach-Nov. luncheon, DUOPA, Veterans’-on hold.  
 Conclusion: As Scripps Ranch Library has no daytime availability, Veterans’ facilitator, Ron Phillips, is researching new meeting locations (Mira Mesa Senior Center, Library, or HHSA).

Action items	Person responsible	Deadline
Identify a new Veteran's meeting location	Ron Phillips	01/13/20

Time | 11:00-11:08 | *Treasurer's Report* | Tony Jeske

Discussion: \$5,000 grant received from Schwab Charitable. \$30 received from Network for Good.  
 Conclusion: \$15,495.15 is in bank. A thank you note cannot be sent to Schwab.

Time | 11:08-11:20A | *Holiday Potluck* | Debbie Stubbe, Debbie Jordan

**MOTION:** Moved by Jodi, seconded by Debbie J. that \$200 be allotted for the Potluck.

Discussion: The Potluck will be held at ZLAC Rowing Club, Friday, December 13, from 5-8:00PM. Rental cost \$15/person; Board to underwrite \$5/person. Musicworx replacing Tremble Clefs for entertainment.

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

Action items	Person responsible	Deadline
Submit Potluck receipts to Treasurer for reimbursement	Debbie S. & Debbie J.	01/13/20

Time | 11:20-11:25A | *In-Focus Interviews* | Dolores Cohenour

Discussion: Future newsletter In-Focus interviewees were suggested.  
 Conclusion: Potential interviewees are: Feb. - Jesse Luna, Mar. – Edith Adams.

Action items	Person responsible	Deadline
Contact suggested In-Focus interviewees	Dolores Cohenour	12/09/19
Submit February & March In-Focus interviews to Nancy	Dolores Cohenour	01/20/20
Special notes: Nancy will be out of town 02/11 – 03/01/20		

Time | 11:25-11:30A | *Which Welcome Packet Envelope Do We Want?* | Nancy Floodberg

Discussion: Printed envelope choices were reviewed.  
 Decision: The Board adopted the envelope with our original logo, to include the lighthouse quote at the top: *"When the unthinkable happens the lighthouse is hope. Once we choose hope, anything is possible."*

Action items	Person responsible	Deadline
Inform Ron Phillips of approved envelope print format	Nancy Floodberg	11/20/19
Print the Welcome Packet envelopes	Ron Phillips	12/09/19
Send printed envelopes to Nancy Floodberg	Ron Phillips	12/09/19

Time | 11:30-11:35A | *Is the Welcome Packet Ready for Distribution?* | Nancy Floodberg

Discussion: Welcome Packet content status was reviewed.  
 Decision: No. The Welcome Letter and Welcome Pamphlet will be ready for distribution with the addition of the lighthouse quote, if possible. The Resource Guide needs to be completed.

Action items	Person responsible	Deadline
Add lighthouse quote to Welcome letter and pamphlet	Nancy Floodberg	12/09/19

Action items	Person responsible	Deadline
Complete Resource Guide	Nancy Floodberg	12/09/19

Time | 11:35-11:40A | *Should the Target Date for the Welcome Packet by January 2020?* | Nancy Floodberg

Discussion: Once the Resource Guide is complete and printed, the Packet will be ready to assemble and distribute.

Decision: Yes, the Board approved having the Welcome Packet available for the January 2020 Speakers' Series.

Action items	Person responsible	Deadline
Assemble Welcome Packets	Nancy, Debbie J.	01/13/20

Time | 11:30A-11:40A | *Should SDCCPSG Explore Starting a Cognition Support Group* | Nancy Floodberg

**MOTION:** Moved by Jodi that SDCCPSG support exploring a Cognition Support Group.

Discussion: Participant and psychologist, Sandy Marshall, PhD, is interested in starting a weekly SDCCPSG Cognition Support Group for care partners of people with Parkinson's and cognitive impairment with Nancy assisting, in a support role. The group would meet for lunch at a local restaurant during a weekday afternoon Rock Steady Boxing class starting in the Spring of 2020.

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

Action items	Person responsible	Deadline
Explore Cognition SG with Sandy Marshall and Mike Reeder	Nancy Floodberg	02/11/20
Report Cognition SG findings to the Board	Nancy Floodberg	03/09/20

Time | 11:40-11:55A | *Should SDCCPSG Sponsor Rock Steady Boxing-South Bay* | Nancy Floodberg

**MOTION:** Moved by Jodi Harrison, seconded by Debbie Jordan, that SDCCPSG sponsor Lisbeth Garces' Rock Steady Boxing-South Bay up to the requested amount of \$2,500.

Discussion: Lisbeth Garces' Rock Steady Boxing-South Bay proposal for \$2550.00 was reviewed. The proposal has also been submitted to the Parkinson's Association for Quick Grant funding.

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

Action items	Person responsible	Deadline
Notify Lisbeth Garces of SDCCPSG sponsorship	Nancy Floodberg	11/22/19
Submit receipts to SDCCPSG's Treasurer up to \$1,750	Lisbeth Garces	Ongoing
Provide RSB-SB update to the Board	Lisbeth Garces	03/09/20

Special notes: Lisbeth resubmitted her proposal at \$2250. The Parkinson's Assoc. approved a \$500 Quick Grant and did not want Lisbeth to have to contribute. Per their request, Nancy Floodberg will resubmit Lisbeth's proposal to the Association on SDCCPSG letterhead as the Quick Grant request must come from a non-profit.

There being no further business, the meeting was adjourned at 12:01A.

Next Board meeting: December 9, 2019 @ HHS San Diego Room and via Zoom

Respectfully Submitted, Nancy Floodberg, President of the Board of Directors