



SDCCPSG BOARD MEETING | MINUTES

Meeting	01/013/2020	Meeting location	SD Health & Human Services Agency -San Diego Rm
Meeting called by	Nancy Floodberg	Attendees ,	Nancy Floodberg, Jodi Harrison, Susan Howard, Tony Jeske, Debbie Stubbe, Jim Paterniti via Zoom
Type of meeting	SDCCPSG Board Meeting		
Facilitator	Nancy Floodberg	Absent:	Bruce Lowe, Ron Phillips, Dolores Cohenour, Debbie Jordan
Secretary	Nancy Floodberg		
Timekeeper	Tony Jeske		

Agenda Topics

I. REVIEW

A. Time | 10:13-10:15A | **December Board Minutes** | Nancy Floodberg

MOTION: Moved by Susan Howard, seconded by Debbie Stubbe. that the December Minutes be accepted as read.

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

Action items	Person responsible	Deadline
Provide feedback to Board regarding suggested Board action/s to honor the memory of Board member, Debbie J.'s, daughter	Debbie Jordan	03/09/2020

B. Time | 10:15-10:23A | **December Action Items** | Nancy Floodberg

Discussion: December Action Items reviewed.

Conclusion: Outstanding December Action Items identified, carried forward and/or assigned new deadline.

Action items	Person responsible	Deadline
Send Nov. speaker names and addresses to Randa	Nancy Floodberg	01/20/2020 v
Send thank you notes to Nov. speakers	Randa Baramki	02/03/2020
Annual Finance Report to State	Tony Jeske	03/15/2020
Provide Jane Granby with recorder instructions, batteries	Nancy Floodberg	02/03/2020
Rebuild website in format for desktop and mobile phones	Bruce Lowe	03/31/2020

II. UPDATES

A. Time | 10:23-10:35A | **Treasurer** | Tony Jeske

Discussion: Annual Audit letter, Annual Report to SDCCPSG participants, Directory, windowed envelopes.

Conclusion: Audit letter complete, Committee (Peter Keys, Dolores) to sign/submit letter; Tony to write up/submit/present Annual Report (what Board has accomplished); Directory (names capped or underlined) and Resource Guide to be separate. Source for printing/assembling/finishing to be decided by Tony and Nancy.

Action items	Person responsible	Deadline
Audit Committee sign, submit Audit letter to Nancy F.	Dolores C., Peter Keys	02/03/2020
Write up Annual Report, submit to Board	Tony Jeske	02/03/2020
Present Annual Report at Feb. Speakers' Series	Tony Jeske	02/12/2020
Include Annual Report in Feb. Newsletter	Nancy Floodberg	02/03/2020
Purchase windowed envelopes on Amazon	Tony Jeske	02/03/2020

Action items	Person responsible	Deadline
Provide sample Directory at Feb. Board mtg for review	Tony Jeske	02/03/2020
Identify Directory and Resource Guide printing/ assembling/finishing source.	Tony Jeske, Nancy Floodberg	02/03/2020 √

B. Time | 10:35-10:47A | **Webmaster** | Nancy Floodberg for Bruce Lowe

Discussion: Dec. website Google Analytics, “Little Free Library” instructions; addressing email “Requests” via officer email addresses.

Conclusion: Dec. website-114 viewers, 96% desktop users, most views-12/01 (newsletter sent), longest duration-60”. Website to list Library books available at monthly Speakers’ Series (√ next to those out). Never respond to email “requests” from Board president for money (forward to webmaster).

Action items	Person responsible	Deadline
List our library books on website; √ next to those checked out	Bruce Lowe	02/03/2020
Librarian send Bruce monthly list of books checked out	Sue Munz	After each Sp. Series

III. REPORTS

A. Time | 10:47-10:57A | **President’s Monthly Report** | Nancy Floodberg

Discussion: PF Caregiver Summit 05/16/2020; PA 5K Walk 04/04/2020; PF will no longer hold annual walk in SD; Board Minutes/Agenda format; Event Calendars Jan/Feb; Due Date Calendars Jan/Feb; Newsletter-Feb/Mar.

Conclusion: Nancy will not attend Caregiver Summit in FL; 5K Walk registration goes from \$40/\$50 after 02/15/2020-promote participation in and/or donations to *Team SDCCPSG!*; Calendar Events and Due Dates reviewed (due dates in red for Nancy, blue for bd members). Nancy out of town 2/10 2/28. In-Focus: Lisbeth Garces/Feb, Jesse Luna/Mar, Paul Dawson/April, Edith Adams/May, Carly Bonnell/June.

Action items	Person responsible	Deadline
Write up “How to Bookmark a Website” and send to Nancy	Jodi Harrison	01/20/2020 √
Feb. Newsletter PD Hack-“How to Bookmark a Website”	Nancy Floodberg	01/20/2020 √

B. Time | 10:57-11:15A | **Support Group Leaders’ Reports** | Nancy Floodberg

Discussion: PLPSG, PBSG, DUOPA, Veterans’, Speakers’ Series; outreach to Redwood Terrace/N. County; homebound—how to address epidemic of loneliness in PD community (ZOOM-only Support Group, robotic pets, social groups, Parkinson’s Partners).

Conclusion: Stop Zoom for PLPSG-difficult to adequately facilitate a group with both live and video participants; explore monthly PBSG luncheon offered by Oakmont Marketing Director; DUOPA participating in PMDA Duopa-survey (1st in nation); Veterans’ may be able to meet in Scripps Ctr for Integrative Medicine’s Yoga Rm; Speakers’ Series Speakers/Topics-Feb. Carly Bonnell, MSW/ “Apathy, Depression & PD: Overcoming Relationship Barriers”; Mar. Nelson Hwynn, DO/ “Impulse Behavioral Disorders in Parkinson’s Disease – Moving Beyond What is Seen”.

Action items	Person responsible	Deadline
Speak w/ Oakmont Mktg. Dir. re: monthly PBSG luncheon	Nancy Floodberg	02/03/2020 √
Facilitate Feb. Speakers’ Series	Jim Paterniti	02/12/2020
Facilitate Feb. Pacific Beach Support Group	Jim Paterniti	02/19/2020
Facilitate Feb. Pt. Loma Support Group	Tony Jeske	02/24/2020
Have Ron Phillips call Jim P. re: VA support grp mtg @ Scripps	Nancy Floodberg	02/03/2020 √
Do not hold support groups in December due to holidays	Nancy Floodberg	Ongoing √
Call Redwood Terrace Res. Community re: future in-service (referred call to N. County Parkinson’s Support Group).	Nancy Floodberg	03/15/2020 √
Explore ZOOM-only PD Support Group	Nancy Floodberg	04/01/2020

C. Time | 11:15-11:29A | *Treasurer's Report* | Tony Jeske

Discussion: Donation letters sent; timing of a SDCCPSG annual donation request.

Conclusion: Update Tony's stationery template; do not include annual budget in newsletter; \$30 received from Ralph's; bank balance is \$14,200.00.

Action items	Person responsible	Deadline
Send Tony current SDCCPSG Stationery template	Nancy Floodberg	02/03/2020 ✓
Post annual donation request in SDCCPSG December newsletters	Nancy Floodberg	Ongoing ✓

IV. DECISIONS

A. Time | 11:29-11:35A | *Should we have one database?* | Tony Jeske

Discussion: SDCCPSG has more than one database (Nancy-Contacts, Tony-Access, SDCCPSG Google account).

Conclusion: Yes, the database on our Google account is SDCCPSG's master database.

Action items	Person responsible	Deadline
One administrator to enter all participant contact information into SDCCPSG's Google database	Nancy Floodberg	Ongoing ✓
Share Google database updates with Tony	Nancy Floodberg	Ongoing ✓

B. Time | 11:35-11:40A | *Should we have a "How to Donate" Signup Party* | Nancy F. for Bruce Lowe

Discussion:

Conclusion: This was done with Bruce's January 2019 Speakers' Series presentation on using the web.

MOTION: Moved by Jodi, seconded by Tony, that the SDCCPSG not hold another "How to Donate" Signup Party.

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

Action items	Person responsible	Deadline
None		

C. Time | 11:35-11:40A | *Do we want to offer the Board "read only" access to K&S Due Dates Calendar?* | Nancy F. for Bruce Lowe

Discussion: Bruce and Nancy have access to the K&S calendar to make entries/changes.

Conclusion: There is no cost to offer "Read only" access to Board members, which would be helpful.

MOTION: Moved by Tony Jeske, seconded by Debbie Stubbe, that we offer the Board "read only" access to the K&S Due Dates Calendar.

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

Action items	Person responsible	Deadline
Notify Bruce of decision to offer Board "read only" access to K&S Due Dates Calendar	Nancy Floodberg	02/03/2020
Set up Board "read only" access to K&S Due Dates Calendar	Bruce Lowe	02/03/2020
Instruct Board on accessing K&S Due Dates Calendar	Bruce Lowe	02/03/2020

D. Time | 11:40-11:47A | *How can we encourage socializing during Speakers' Series "Social Hour"?* | Nancy Floodberg

Discussion: Group participants are not interacting when they arrive during the "social hour". Consider greater food offering, chair exercises, background music

Conclusion: What is offered for a beverage is not critical (water vs. coffee. Offer healthy food with a presentation draws people. Set up chairs for socializing near the food. Consider projecting an ice breaker on front screen.

MOTION: Moved by Nancy Floodberg, seconded by Tony Jeske, that we make one change at the February Speakers' Series to promote socializing, and continue the discussion.

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

Action items	Person responsible	Deadline
Present fruit platter, cookies drinks and napkins on L-positioned tables in NE corner of San Diego Room with chairs adjacent	Debbie Stubbe	02/12/2020
Provide Tony Feb. Speakers' Series Sign-up Sheet and Nametags	Nancy Floodberg	02/03/2020 ✓
Bring cell phone to play background music during Social Hour	Nancy Floodberg	03/11/2020
Develop an "ice Breaker" to project on the front screen	Jodi Harrison	03/11/2020 ✓

E. Time | 11:47-11:55A | *Should we explore a Zoom Support Group?* | Nancy Floodberg

Discussion: There is a need to provide support to people with Parkinson's who cannot physically attend a support group.

Conclusion: Zoom video conferencing is a way to provide group support to those people with Parkinson's, and their care partners, who have access to and know how to navigate a computer. Bruce has developed an instruction sheet.

MOTION: Moved by Jim Paterniti, seconded by Debbie Stubbe, that Nancy explore starting a Zoom Support Group.

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

Action items	Person responsible	Deadline
Explore starting a Zoom Support Group	Nancy Floodberg	04/13/2020

F. Time | 11:55-11:58A | *How can we better support the homebound PwP?* | Nancy Floodberg

Discussion: There are many living with Parkinson's who are not receiving desired support because they are homebound.

Conclusion: Start a Zoom video conferencing group, then consider identifying "Parkinson's Partners" (widows/widowers of PwP) to provide outreach. Talk with Barbara Kalafer, a person with Parkinson's and trained therapist, as to how she might apply her skills to helping support the homebound PwP.

Action items	Person responsible	Deadline
Initiate a Zoom Support Group	Nancy Floodberg	04/13/2020
Talk with potential "Parkinson's Partners"	Nancy Floodberg	04/13/2020
Talk with Barbara Kalafer regarding outreach to the homebound	Nancy Floodberg	04/13/2020

There being no further business, the meeting was adjourned at 11:58A.

Next Board meeting February 3, 2020, 10:00 – 12:00P@ HHSU University Room and via Zoom

Respectfully submitted by Nancy Floodberg, President of the Board of Directors