



# SDCCPSG BOARD MEETING | MINUTES

Meeting | 03/09/2020 | Meeting location SD Health & Human Services Agency -San Diego Rm  
 Meeting called by Nancy Floodberg **Attendees**, Dolores Cohenour, Nancy Floodberg, Jodi Harrison, Susan Howard, Tony Jeske, Debbie Stubbe, Bruce Lowe & Jim Paterniti via Zoom

**Type of meeting** SDCCPSG Board Meeting  
**Facilitator** Nancy Floodberg **Absent:** Debbie Jordan, Ron Phillips  
**Secretary** Nancy Floodberg  
**Timekeeper** Tony Jeske

## Agenda Topics I. REVIEW

A. Time: 10:06am | **Board Minutes** | Nancy Floodberg

**MOTION:** The February Board Minutes be accepted as read.

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

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

Discussion: Board Minutes, and other routine items that can be approved without debate can be listed under a "Consent Agenda", per Tony Jeske.

Conclusion: Board agreed to adopt "Consent Agenda" format for future meetings.

| Action items                                      | Person responsible | Deadline  |
|---|--------------------|-----------|
| Future Board Agendas to contain a Consent Agenda. | Nancy Floodberg    | Ongoing ✓ |

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

Discussion: Outstanding Action Items reviewed.

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

| Action items                                      | Person responsible | Deadline     |
|---|--------------------|--------------|
| Contact Monarch Cottage to reset 3/20/20 meeting. | Nancy Floodberg    | 03/15/2020 ✓ |

## II. UPDATES

A. | **Treasurer** | Tony Jeske

Discussion: Audit letter, Annual Report, filing with the State.

Conclusion: Annual Report and filing with the State done.

| Action items  | Person responsible | Deadline   |
|---|--------------------|------------|
| Audit letter still needs Peter Keys' signature.                           | Tony Jeske         | 04/13/2020 |
| Signed Audit letter needs to be submitted to the Treasurer and President. | Tony Jeske         | 04/13/2020 |

B. | **Webmaster** | Bruce Lowe

Discussion: K&S Due Dates Calendar.

Conclusion: Board members have "read-only" access to the Board's K&S Due Dates Calendar via new link listed below.

Action items

Board to access K&S Due Dates Calendar via new link:  
[https://kvisit.com/Nw/xKOtAQ/v-gee-aYJ\\_c,1\\_sOleOF9v\\_yfCVK6Pi0yJ3xC5mhlQvPUVf2MEjJ4tX](https://kvisit.com/Nw/xKOtAQ/v-gee-aYJ_c,1_sOleOF9v_yfCVK6Pi0yJ3xC5mhlQvPUVf2MEjJ4tX)

Person responsible

Board Members

Deadline

Ongoing ✓

**III. REPORTS**

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

Discussion: PF Caregiver Summit and Leadership Conference, PA 5K Walk/Team SDCCPSG!, event table staffing, Mar/Apr Newsletter, Event and Due Dates Calendars..

Conclusion: Nancy will attend PF Caregiver Summit in May/FL if COVID-19 not an issue, and is exploring the invitation to PF Leadership Conf-July/TX. A decision as to whether to hold the 5K Walk has not yet been made by the PA. Jim Paterniti & Dolores Cohenour are available to staff event tables. Nancy staffing Aware in Care table at walk. High demand for PA’s Good Start program; with two more planned. At C. Buscher’s request, Nancy has developed a flyer for ordering the AIC Kit. UCSD’s Parkinson’s Community Update cancelled by venue/Qualcomm Hall, due to COVID-19. Scripps Parkinson’s Boot Camp currently slated to occur in April. Board nametags handed out for members to keep.

Action items

If PA 5K Walk occurs on schedule (4/4/20), SDCCPSG will staff a support group table.

Person responsible

Dolores Cohenour,  
Jim Paterniti

Deadline

04/04/2020 N/A

Promote donating to PA 5K Walk to Support Group participants.

Board Members

04/04/2020 N/A

B. | **Support Group Leaders’ Reports** | Tony Jeske, Jim Paterniti, Nancy Floodberg

Discussion: Speakers’ Series/Feb issues (Rm not set up, Tony MC’d, couldn’t connect to overhead projector), PBPSG Lunch & Learn format, future Board/PLPSG meeting location, DUOPA, VA, Parkinson’s Partners, ZOOM-Only.

Conclusion: HHSa overhead projector connection issues need to be addressed; Lunch & Learn eat at round table if 6 or < w/ timely & important topics, facility outing conflicts; new DUOPA pharmaceutical rep; no suggested VA location selected; Barbara Kalafer, Steve Steinberg (therapists with PD) volunteering to provide on-call support. No future day mtgs can be held at HHSa (See IV. Decisions C.).

Action items

Meet w/ HHSa IT re: problematic SD Rm overhead projector.  
Hold VA references in future newsletters pending feedback from Ron Phillips re: future VASG meetings/location.

Person responsible

Tony J. & Nancy F.  
Nancy Floodberg

Deadline

Post Quarantine  
04/01/2020 ✓

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

Discussion: Financials, Bal. Sheet (handout), uses for large donations (fund scholarships?), 211 crisis line, Good Start encouragement, shelter in place.

Conclusion: Rec’d \$6.36/Amazon, \$2,500/private donation; \$15850.55/ckg acct; post 211 crisis line.

Action items

Send thank you letter to private donor.  
Post 211 crisis line in newsletter, on website.

Person responsible

Tony Jeske  
Nancy F., Bruce Lowe

Deadline

04/13/2020 ✓  
04/01/2020 ✓

D. | **Webmaster’s Report** | Bruce Lowe

Discussion: Google Analytics handout reviewed, website feedback link not working. Library books are being checked out, hopefully as a function of the website library listing.

Conclusion: Website feedback link has been fixed. Website is being reformatted to better track users and bring more visitors to it.

Action items

Reformat website.

Person responsible

Bruce Lowe

Deadline

05/15/2020

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## IV. DECISIONS

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A. | **How should we handle the recording of Board minutes moving forward?** | Nancy Floodberg

**MOTION:** Susan Howard and Nancy Floodberg jointly compose the SDCCPSG Board minutes.

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

Discussion: Susan Howard is willing to compose the minutes, however, would like assistance in getting started.

Conclusion: Nancy Floodberg will provide assistance, as well as Zoom audio recordings and our Smart Board Minutes Template to Susan Howard.

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

| Action items  | Person responsible | Deadline     |
|---|--------------------|--------------|
| Send Smart Board Minutes Template to Susan Howard.      | Nancy Floodberg    | 03/16/2020 ✓ |
| Send Zoom audio recordings to Susan Howard.             | Nancy Floodberg    | 03/16/2020 ✓ |
| Compose the Board minutes with assistance from Nancy F. | Susan Howard       | Ongoing      |

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B. | **How should we plan for future meetings as regards the Coronavirus?** | Nancy Floodberg

**MOTION:** The Board cancel live SDCCPSG meetings for the next 60 days and reassess at 5/13 meeting.

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

Discussion: PD population meets 2 risk factors (over 60, compromised immune system). UCSD symposium cancelled, colleges moving courses online.

Conclusion: Stop all meetings as of today, including Speakers' Series on 03/11/2020, for at least the next 60 days.

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

| Action items  | Person responsible | Deadline     |
|---|--------------------|--------------|
| Email and mail an SDCCPSG Update cancelling all live meetings until further notice, with Zoom support group mtgs to be offered. | Nancy Floodberg    | 03/09/2020 ✓ |
| Post on SDCCPSG website cancellation of live meetings until further notice, with Zoom support group mtgs to be offered.         | Bruce Lowe         | 03/09/2020 ✓ |

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C. | **Where should we consider holding future SDCCPSG & PLPSG mtgs?** | Nancy Floodberg

**MOTION:** Tabled.

Discussion: Nancy provided a sign-up sheet with a list of potential meeting locations in Pt. Loma.

Conclusion: Board members and support group participants will research potential meeting locations for SDCCPSG's monthly Board and PLPSG meetings.

| Action items  | Person responsible   | Deadline   |
|---|----------------------|------------|
| Contact the following for a potential meeting location: |                      |            |
| Pt. Loma Community Presbyterian Church                  | Dotsy Baber/Nancy F. | 04/13/2020 |
| St. Peters by the Sea Lutheran Church                   | Dolores Cohenour     | 04/13/2020 |
| Westminster Presbyterian Church                         | Jodi Harrison        | 04/13/2020 |
| All Soul's Episcopal Church                             | Susan Howard         | 04/13/2020 |
| SD Foundation @ Liberty Station                         | Jodi Harrison        | 04/13/2020 |

D. | **Should we hold an April luncheon and, if so, at the Kona Kai Resort Vessel Restaurant?** | Nancy F.

**MOTION:** SDCCPSG should not hold an April luncheon.

**MOVED:** by Nancy Floodberg, **SECONDED** by Susan Howard.

Discussion: The Board voted at this meeting to cease all live gatherings for the next 60 days.

Conclusion: We will not be holding a luncheon this Spring.

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

| Action items   | Person responsible | Deadline     |
|--|--------------------|--------------|
| Inform the Kona Kai Restaurant Manager that SDCCPSG will not be holding an April Luncheon this year. Mgr. did not return call. | Dolores Cohenour   | 04/01/2020 ✓ |

E. | **Should we obtain a Certificate of Insurance (COI)** | Nancy Floodberg

**MOTION:** We research a Certificate of Insurance for SDCCPSG.

**MOVED:** by Susan Howard, **SECONDED** by Debbie Stubbe.

Discussion: Nancy shared the COI companies used by PASD (Hubb International Services, Inc./Carlsbad – 760.804.0402) and NCPSG (Jay McDonnell Insurance/Carlsbad – 760.734.4406).

Conclusion: SDCCPSG needs to obtain a Certificate of Insurance.

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

| Action items   | Person responsible | Deadline     |
|--|--------------------|--------------|
| Research COI companies and report options/pricing at next Board meeting. | Tony Jeske         | 04/13/2020 ✓ |

F. | **Based on Jodi's presentation, should we trial the Jeopardy game socializer at our May's Speakers' Series?** | Jodi Harrison

**MOTION:** Tabled.

Discussion: The Jeopardy game socializer is an excellent and entertaining teaching tool, likely best suited for Support Group meetings or a luncheon.

Conclusion: Revisit the concept when live meetings resume.

| Action items   | Person responsible | Deadline |
|--|--------------------|----------|
| Continue to develop questions for the Jeopardy game. | Jodi Harrison      | Ongoing  |

G. | **Based on Jodi's research, should we consider buying a robotic rolling cart?** | Jodi Harrison

Discussion: The Board viewed a video of the Gita Robot (rolling cart) cost \$3,500.00, weighs 40 lbs.

Conclusion: Based on its cost, weight and potential liability issues, the Board does not want to consider buying a robotic rolling cart.

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

There being no further business, the meeting was adjourned at 12:00 noon.

**Next Board meeting April 13, 2020, 10:00 – 12:00P via Zoom**  
<https://zoom.us/j/408133800>

Respectfully submitted by Susan Howard & Nancy Floodberg