



# SDCCPSG BOARD MEETING | MINUTES

Meeting	11/09/2020	Meeting location	Zoom phone and video conferencing
Meeting called by	Nancy Floodberg	<b>Attendees:</b>	Nancy Floodberg, Susan Howard, Tony Jeske, Debbie Jordan, Bruce Lowe, Patsy Manning.
<b>Type of meeting</b>	SDCCPSG Board Meeting	<b>Absent:</b>	Dolores Cohenour, Jodi Harrison, Lorenzo Higley, Jim Paterniti, Ron Phillips.
Facilitator	Nancy Floodberg		
Secretary	Susan Howard		
Timekeeper	Tony Jeske		

## Agenda Topics I. REVIEW

A. Time: 10:04am | **Board Minutes** | Nancy Floodberg

**MOTION:** The October Board Minutes be accepted as written.

**MOVED:** by Tony Jeske, **SECONDED** by Debbie Jordan.

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

Action items	Person responsible	Deadline
None.		

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

Discussion: Outstanding Action Items reviewed.

Conclusion: Checked off completed October Action Items on October Minutes, outstanding Action Items identified, carried forward and/or assigned new deadline. These are:

Action items	Person responsible	Deadline
Send Bd Member headshots and/or professional title to Bruce.	Dolores C., Jane G., Jodi H, Lorenzo H.	12/31/2020
Set up and learn Mailchimp email platform and have up and running by 1/21.	Nancy Floodberg, Lorenzo Higley	01/11/2021
Share Mailchimp login information with Lorenzo Higley.	Nancy Floodberg	12/14/2020
Phone Tree List redistribution to Board callers.	Nancy Floodberg	12/14/2020
I'm Here for You Project – distribute and close.	Nancy Floodberg	12/31/2020
Send out Database Update email to all participants of both SDCCPSG and ECPSG.	Tony Jeske	11/30/2020 ✓
Upgrade SDCCPSG/ECPSG participant database in Access.	Tony Jeske	12/31/2020 ✓
Distribute SDCCPSG 20201 Directory electronically.	Tony Jeske	01/15/2021

## II. UPDATES

A. | **Treasurer** | Tony Jeske

Discussion: PayPal acct., Contact Information Form updates, ECPSG integration, 2021 Directory.

Conclusion: 2021 Directory on track to distribute in January. PayPal acct needed to facilitate payments. Contact Information Form updates to be made for consistency and to accommodate ECPSG integration into database.

Action items	Person responsible	Deadline
Open an SDCCPSG PayPal account.	Tony Jeske	12/31/2020 ✓
Update Contact Information Form and email to Tony.	Nancy Floodberg	11/15/2020 ✓
Continue to update SDCCPSG/ECPSG participant database in Access.	Tony Jeske	12/31/2020 ✓

B. | **Webmaster** | Bruce Lowe

Discussion: Board members' page on website awaiting headshots/titles to complete. Options for gathering/interpreting website analytics.

Conclusion: Board headshots/titles still needed for website. Bruce will continue to explore options for website analytics.

Action items	Person responsible	Deadline
Send headshot/title to Bruce.	Dolores C., Jane G., Jodi H., Lorenzo H.	12/14/2020
Send reminder email to Board members re: headshot/title.	Nancy Floodberg	12/14/2020 ✓

### III. REPORTS

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

Discussion: PF – AIC kits; Hosp. Policy and Procedure; PASD – Fundraiser, SG Website links. SDCCPSG Dec. Newsletter Events Calendar, Due Dates Calendar; fundraisers - American Saver; Mailchimp vs. other mail programs; Board Member succession plan.

Conclusion: PF- SD AIC Team decreased from 6-3; kits being distributed. Hospital Policy & Procedure being rolled out via EPIC (hospital electronic database system) in Feb 2021. PASD Fundraiser "Knockout Parkinson's" to start 11/12/20, PASD website links for SDCCPSG to be Welcome Letter, Newsletter, Website. American Saver (coupon book) will not be pursued. Coin-Up (mobile donation app) will be revisited after 01/21. UCSD otolaryngologist specializing in PD is Phil Weissbrod, MD. Mailchimp has been selected as our email distribution program. Future planning needs to address the development of a Board member succession plan.

Action items	Person responsible	Deadline
Contact PASD with website links.	Nancy Floodberg	12/14/2020 ✓
Identify Mailchimp platform for SDCCPSG	Nancy Floodberg, Bruce Lowe	12/14/2020 ✓

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

Discussion: Oct. Speakers' Series, PBPSG, PLPSG, ECPSG. SDCCPSG Holiday Party and SG meetings over the holidays.

Conclusion: Oct. Speakers' Series/Sherrie Gould NP=21. PBPSG=6, PLPSG=14. DUOPA=no mtg, ECPSG=numbers not reported. Hold support group meetings in Dec., and a Holiday Party in lieu of the Speakers' Series.

Action items	Person responsible	Deadline
Only SDCCPSG support groups to be held in Dec.	Nancy Floodberg	12/31/2020 ✓
SDCCPSG Holiday Social to replace Speakers' Series in Dec.	Nancy Floodberg	12/19/2020 ✓

C. | **Social Chairman's Report** | Debbie Jordan

Discussion: December Virtual Holiday Party—door prizes, raffle, scavenger hunt, Tremble Clefs.

Conclusion: SDCCPSG's Virtual Holiday Party will be held in December-possible dates include the 4<sup>th</sup>, 11<sup>th</sup>, and 18<sup>th</sup>.

Action items	Person responsible	Deadline
Organize the virtual Holiday Party.	Debbie Jordan	12/04/2020 ✓

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

Discussion: Year-end legal steps: Annual Report, donor letter, Corp. minutes, filings. Balance Sheet, donations, Zoom usage.

Conclusion: Year-end legal steps are underway and will be complete by 12/31/2020. Nov. 1 Balance Sheet = \$25,826.93. Donations received since include: Private=\$100, Network for Good=\$355, Schwab Charitable = \$10,000.

Action items	Person responsible	Deadline
Complete Annual Report.	Tony Jeske	12/31/2020
Send Donor letters.	Tony Jeske	12/31/2020
Submit Corp. minutes, filings.	Tony Jeske	12/31/2020

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E. | **Webmaster's Report** | Bruce Lowe

Discussion: Google Analytics (handout), Coin-Up (small, SD based co.-% of leftover change donated to charity of choice when making a purchase).

Conclusion: October website visitors=140, 125=new. Bruce is assessing various programs to determine which may give us a more accurate overview of our website's analytics, so they are more easily interpreted and shared. Nancy has developed a standard, downloadable Health History template, one for PwPs and one for non-PwPs in both .pdf and Excel versions for Bruce to place on the website under *Toolbox*. Coin-Up was briefly discussed and tabled for further consideration until after January 2021.

Action items	Person responsible	Deadline
Assess and select SDCCPSG future website analytics program/s.	Bruce Lowe	12/31/2020
Upload Health History Templates onto SDCCPSG's website.	Bruce Lowe	12/14/2020 ✓
Place Coin-Up mobile donation app on 03/2021 Agenda.	Nancy Floodberg	03/08/2021 ✓

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## IV. DECISIONS

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A. | **Do we want to maintain SDCCPSG's master email database on Mailchimp?** | Nancy Floodberg

**MOTION:** SDCCPSG maintain its master email database on Mailchimp.

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

Discussion: Reviewed other email platforms recommended since Board's October decision to establish SDCCPSG's master email database on Mailchimp (Mailchimp vs. Mailmeteor vs. Microsoft).

Conclusion: Mailchimp currently provides the platform that best meets SDCCPSG's needs.

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

Action items	Person responsible	Deadline
Review Mailchimp plans and select best option to recommend at December Board meeting.	Nancy Floodberg, Bruce Lowe	12/14/2020 ✓

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B. | **Do we want to obtain training from PMDA to guide us in developing a Board member succession plan?** | Nancy Floodberg

**MOTION:** Solicit PMDA training to guide SDCCPSG in the development of a Board member succession plan.

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

Discussion: The importance of developing a Board member succession plan was discussed.

Conclusion: The Parkinson's Movement & Disorder Alliance (PMDA) is a source for the development of a succession plan, per their Support Group Leaders' presentation in San Diego, November 2019.

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

Action items

Contact Sarah Jones, Executive Director of PMDA, regarding development of a succession plan for SDCCPSG's Board.

Person responsible

Nancy Floodberg

Deadline

01/01/2020

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There being no further business, the meeting was adjourned at 11:24AM.

**Next Board meeting December 14, 2020, 10:00 – 11:30P via Zoom**

<https://zoom.us/j/408133800> (online

+16699006833,,408133800# (phone)

Respectfully submitted by Susan Howard & Nancy Floodberg