



# SDCCPSG BOARD MEETING | MINUTES

Meeting 12/14/2020 | Meeting location Zoom phone and video conferencing  
 Meeting called by Nancy Floodberg **Attendees:** Dolores Cohenour, Nancy Floodberg, Susan Howard, Tony Jeske, Debbie Jordan, Bruce Lowe, Patsy Manning, Jim Paterniti, Ron Phillips,.  
**Type of meeting** SDCCPSG Board Meeting  
**Facilitator** Nancy Floodberg **Absent:** Jodi Harrison, Lorenzo Higley.  
**Secretary** Susan Howard  
**Timekeeper** Tony Jeske

## Agenda Topics **I. REVIEW**

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

**MOTION:** The November Board Minutes be accepted as corrected.

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

**VOTE:** Board members in attendance voted in the affirmative with 1 abstention due to absence. **THE MOTION CARRIED.**

Action items	Person responsible	Deadline
None.		

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

Discussion: Outstanding Action Items reviewed.

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

Action items	Person responsible	Deadline
Bd member headshot/title to Bruce.	Jodi H v, Dolores C, Lorenzo H.	01/11/2021
MailChimp – Subscription plan - v, train, EC access.	Nancy F, Lorenzo H.	01/11/2021
Phone Tree update reassigned.	Debbie Jordan, Patsy Manning	01/11/2021 v
“I’m Here for You” project distribute and close.	Nancy Floodberg.	12/31/2020
Contact PMDA re: succession plan.	Nancy Floodberg.	01/11/2021
Distribute SDCCPSG 2021 Directory electronically.	Tony Jeske.	01/15/2021
Website analysis.	Bruce Lowe.	Ongoing.

## II. UPDATES

A. | **Treasurer** | Tony Jeske

Discussion: SDCCPSG 2021 Directory, PayPal, ECPSG integration, year-end legal steps.

Conclusion: 2021 Directory on schedule; 18 ECPSG entries received. There is a problem with transfers to the PayPal account. Year-end legal steps identified (Annual Report, donor letters, Corp. Minutes, Audit, filings) and are underway.

Action items	Person responsible	Deadline
Solicit ECPSG information from Lorenzo H for SDCCPSG Directory.	Tony Jeske.	12/31/2020.
Integration of ECPSG info to SDCCPSG database and Directory.	Lorenzo Higley.	Ongoing.

Action items	Person responsible	Deadline
2021 Directory compilation and distribution.	Tony Jeske.	01/15/2021.
Resolve PayPal transfer issues.	Tony Jeske, Bruce Lowe.	01/11/2021 ✓
Send past Corporate Minutes and template to Susan Howard.	Tony Jeske.	01/11/2021
Complete year-end legal steps (Annual Report, donor letters, filings.	Tony Jeske.	02/08/2021
Have Audit completed.	Tony Jeske	02/08/2021
Complete year-end Corporate Minutes.	Susan Howard.	02/08/2021

B. | **Webmaster** | Nancy Floodberg for Bruce Lowe

Discussion: Board member headshots/bios, website analytics.

Conclusion: Outstanding Board member headshots/bios identified. Bruce is continuing to explore the most effective way to gather/interpret website analytics.

Action items	Person responsible	Deadline
See Action Items under 1B.	Click or tap here to enter text.	Click or tap here to enter text.

### III. REPORTS

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

Discussion: PF – AIC EPIC PD Order Set, MD Telemed PD asmt training, SDCCPSG presence on PASD website, Events, Due Dates Calendars Dec/Jan, Dec. Newsletter.

Conclusion: PF – Aware in Care Team's EPIC PD Order Set is due to rollout in May '21 at UCSD (Scripps, Kaiser to follow). MD Telemed PD virtual assessment training is being developed. PASD – put links up on their website for SDCCPSG's Welcome Letter, Newsletter, Website. Due Dates and Events calendars were reviewed. Newsletter is delayed.

Action items	Person responsible	Deadline
Combine December, January newsletters.	Nancy Floodberg.	01/01/2021

B. | **Support Group Leaders' Reports** | Nancy Floodberg, Ron Phillips

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

Conclusion: Those meetings offering speakers and/or exercise are the best attended as they encourage engagement and response. Nov. Speakers' Series/Marjan Sedeghi PharmD=15, PBPSG=3 (very involved discussion), PLPSG/Coach Me Strong=10. DUOPA-2, ECPSG-numbers not reported. Ron reported that the VA support group is set to start up in early 2021.

Action items	Person responsible	Deadline
Coordinate Zoom meeting set up with Nancy F. when VASG date and time are identified.	Ron Phillips.	Ongoing.

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

Discussion: December Holiday Party update.

Conclusion: SDCCPSG's Holiday Party will be held virtually, via Zoom, on Saturday, December 19<sup>th</sup> at 7:00PM. Fliers will be sent as reminder. Debbie and her committee have put together an agenda that includes a scavenger hunt, singing, an ugly sweater contest and prizes. A motion passed (see pg. 3) that additional costs incurred by Debbie be submitted to the Treasurer for reimbursement.

Action items	Person responsible	Deadline
Set up Zoom meeting for Holiday Party.	Nancy Floodberg.	12/14/2020 ✓
Develop and distribute Holiday Party flyer.	Nancy Floodberg.	12/15/2020 ✓
Submit party costs to Treasurer, Tony Jeske.	Debbie Jordan.	01/11/2021 ✓

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

Discussion: Balance Sheet, VASG assistance needed?, support for newly diagnosed.

Conclusion: Dec. 1 Balance Sheet = \$35,696.93. We are in good shape financially and it is appropriate for us to find ways in which to spend some of the funds to help various Parkinson's programs. Suggestions included a county-wide Mentor program, startup funds for the VA support group. Required year-end reports are underway and will be ready by their given deadlines.

Action items	Person responsible	Deadline
Present Mentor program concept at PASD's Support Group Leaders' meeting.	Tony Jeske.	12/17/2020 ✓
Contact Sarah Jones/PMDA regarding possible Mentor Training Programs.	Nancy Floodberg.	01/11/2021
Send copy of Welcome Letter to Susan Howard to update with Mentor program information.	Nancy Floodberg.	01/11/2021 ✓
Update Welcome Letter when Mentor program is in place and return to Nancy Floodberg.	Susan Howard.	TBD

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E. | **Webmaster's Report** | Nancy Floodberg for Bruce Lowe

Discussion: Google Analytics handout.

Conclusion: Numbers accessing the website are down; those accessing it are primarily visitors rather than returning users. Members felt that it would be interesting to determine the length of time those accessing the site are staying on it to help determine its effectiveness.

Action items	Person responsible	Deadline
Discuss website Bounce Rate at next Board meeting.	Bruce Lowe	01/11/2021 ✓

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#### IV. DECISIONS

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A. | **Shall additional expenses, incurred by the Social Chairman's purchase of Holiday Party prizes, be submitted to the Treasurer for reimbursement?** | Debbie Jordan

**MOTION:** SDCCPSG Social Chairman shall submit additional Holiday Party expenses to the Treasurer for reimbursement.

**MOVED:** by Dolores Cohenour, **SECONDED** by Nancy Floodberg.

Discussion: December Holiday Party expenses.

Conclusion: Prizes will comprise the majority of the expense for the Holiday Party, which is to be kept to \$150.00 or less.

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

Action items	Person responsible	Deadline
Social Chairman submit Holiday Party expenses to the Treasurer.	Debbie Jordan	01/11/2021

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B. | **Do we want to subscribe to Mailchimp's Essential Plan?** | Nancy Floodberg

**MOTION:** SDCCPSG subscribe to Mailchimp's Essential Plan (\$9.99/mo) for use in sending electronic mailings to our participants.

**MOVED:** Patsy Manning, **SECONDED** by Jim Paterniti.

Discussion: Available Mailchimp plans were presented in a handout for review.

Conclusion: Mailchimp's Essential Plan suits SDCCPSG's needs at this time and can be upgraded to the Standard Plan (\$14.99), if needed.

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

Action items	Person responsible	Deadline
Purchase Mailchimp's Essential Plan once Nancy Floodberg has completed the initial training.	Nancy Floodberg, Tony Jeske	02/08/2021

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C. | Do we want to rename each of our breakout support group meetings to reflect a specific focus (care partners, PwP, women living with PD...)? | Nancy Floodberg

**MOTION:** None.

Discussion: The need to review breakout support group names was discussed.

Conclusion: Topic to be tabled until January Board meeting.

Action items	Person responsible	Deadline
Place this decision on January 2021's Board Agenda.	Nancy Floodberg	01/11/2021 v

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

Next Board meeting January 11, 2021, 10:00 – 11:30P via Zoom  
<https://zoom.us/j/408133800> (online  
+16699006833,,408133800# (phone)

Respectfully submitted by Susan Howard and Nancy Floodberg