

Minutes of the board for Partnerships Adult Day Center 10 January 2019

Called to order at 12:17 PM

Attendees: Shirley Pripstein, Liz Leonardo, Pat Gilmore, Mary Beth Kiely, Daniel Skibitcky, Jennifer Brosious, and Patricia C Vener-Saavedra

1. Previous meeting minutes approved.
2. *Director's Report*: Two new clients as of today, possible new client for next week, possible CHCPE clients. Reports on improved health of two clients (not named here for confidentiality reasons).
3. *Fundraising*:
 - A) Possible Valentine's Day even to invite people
 - B) Frontier application for community service grant needs to be filled out
 - C) Rotary application for specific project, for example program aids and materials or maintenance (e.g., a steam cleaner) - needs to be decided upon and filled out
 - D) Vickie's friend Diane made a \$750.00 contribution and Vickie is in the process of contacting her for fundraising advice/contacts.
 - E) Splash sometimes has fundraising days.
4. *Commercial Insurance*: Our agent Joan Murray found us equitable coverage at a savings of \$905.00 per year with Selective Company (under Traveler's).
5. *Dues and Licenses*: \$550.00 to Ct Assoc of Adult Day Centers
\$285.00 to Quinipiac Valley Health District (food service license)
6. *On site Kitchen*: needs cleaning and review. Once per month staff meeting to remind everyone of proper procedures is to be established. Broken dishwasher needs repair or replacement (\$1100.00 approx for repair is my unofficial understanding - pcvs). Several of us have volunteered to come in on Saturday 19th of January for major cleaning.
7. *Office needs*:
 - A) Visa credit card is still in Val's name; it cannot be changed to Marybeth's name. Pat and Shirley will apply for a new account.
 - B) We need a locking two or three door office cabinet - use of funds from Supplies and Furniture was approved.
8. *Staff*: Still looking for per diem (backup) RN and CNAs.

Treasurer's Report: December Income: \$14,568.92; Expenses: \$17,285.79; Net: (2716.87)
Bank accounts as of January 10: Checking has about \$5000.00 and Savings has \$10,778.97.
#Still not answered: Question for accountant - do we pay personal property tax on things like computers?#
Director's Report accepted.

Old Business: Begging letter will be finished in about two weeks and Pat will follow up leads after letter has been sent out. Val's key is still out, Shirley will contact her. Old fundraising:

These minutes signed by Patricia C Vener-Saavedra, Secretary