

Minutes of the Board Meeting Partnerships Adult Day Center 16 May 2019

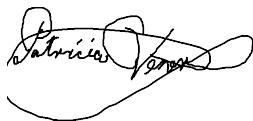
Called to order at 12:10 PM

Attendees: George Alexander, Shirley Pripstein, Jennifer Brosious, Liz Leonardo, Mary Beth Kiely, and Patricia C Vener-Saavedra. Guests Diana Sarro and Jackie Downing.

1. Previous meeting minutes (11 April 2019), (moved: Liz, Seconded: Jen) approved.
2. Director's Report:
 - Lameesha tendered resignation
 - Franchesca (sp?) is leaving 22nd May
 - Proposed 2 new hires at 14.50 per hour
 - 75.00 per month increase, no new hires without background check: moved Liz, seconded Jen. Approved.
 - New contract for Emily \$13.00 per hour (Probation due to issues with lateness, etc)
 - Losing client (Jodi) who is going into long term care compels us to be more proactive about finding new clients
 - Discussed possibility of Shirley getting someone she knows to do electrician inspection for \$250.00 - this is the present amount budgeted for this year.
 - Great Give results: \$2500.00 from various donors. We need a way to thank them individually. Also need to get donor list and contact information to do this.
 - Hamden Fest wants \$750 for our participation. We're going to counter offer \$100.00 for booth / table space. Moved Patricia (me) seconded George. Approved
 - I (Patricia) volunteered to compose Thank you card for Great Give donors
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3. Fundraising:
 - Shirley volunteered to compose thank you letter for Cable Advisory Council's \$1000.00 donation (to be used for Comcast payments)
 - September event needs hosts. Shirley's friends should meet Diana
4. Treasurer's Report:
 - Income for this past month \$14,145.24 Expense \$18,100.00 (approx) resulting in approximately \$3956.96 deficit. Checking balance end of April: \$6577.50 May 11: \$3658.89
 - Share Connex change for change promotion needs to be continued so as to remind people it is still ongoing.
5. Other Business:
 - Shirley volunteered to contact Rosa DeLauro to advocate for adding payment for Adult Day care as a Medicare Expense.
6. Jackie Downing's presentation on being a better, more effective board was excellent! Some points included advice for laying out expectations for the board, helping Vickie reformat the the income/expense ledger page, making changes to some staff duties, allowing Executive Director to have last say on personnel management, spending as she/he sees fit (mostly),

and meetings of the executive board officers after each general board meeting. There was also presentation of a paper, "10 Basic Responsibilities of Nonprofit Boards" by Jackie Downing which cleared up a lot of the confusion of being and effective board. this paper also includes a sample "Board Member Expectation Statement" which I volunteered to scan and use to start creating our own version of same, as well as an example of the one used by New Haven Farms.

4. Adjourned Jen, Seconded Patricia, adjourned 2:28 PM - Next meeting Thursday June TBD at noon.

A handwritten signature in black ink, appearing to read "Patricia C Vener-Saavedra". The signature is written in a cursive style with a large, looping flourish at the end.

These minutes signed by Patricia C Vener-Saavedra, Secretary