

Minutes of the Board Meeting Partnerships Adult Day Center 19 September 2019

Called to order at 1:15 PM

Attendees: Dan, Skibitcky, George Alexander, Jennifer Brosious, Liz Leonardo, Shirley Pripstein, Diana Sarro, Patricia Burke, Janet Emanuel, Mary Beth Kiely, and Patricia C Vener-Saavedra. Guests: Christine Barker, Vicki Crocco

1. Pat moved, Liz seconded previous minutes approved.

2. Director's Report -

- Emily wants a raise but her work does not warrant this consideration. She is just off her second probation and there must first be an evaluation. She will be re-evaluated and her request will be reconsidered in three (3) month's time.
- Peer Review - on track more or less. It looked like a person with TRD certification was necessary for position as Recreation Director but subsequent research in Patricia's part reveals that this is waived for recreation workers with "a few years" field experience is similar or same kind of position.
- MB participates in an offsite Peer Review 14 November 2019. Our site Peer Review has not yet been scheduled.
- George moved the employee handbook be reviewed and updated - seconded and passed with following provisos -
 - We each need a copy of the Employee Handbook
 - Needs a committee
 - Janet suggested the necessity of a target end date.

2. Treasurer's Report:

- Income for this past month (July and August) \$37,486.16 Expenses \$36,714.74 resulting in a \$771.42 above zero Checking balance end of 22 August: \$ 10,821.00. (I don't have figures for September. Reserve account: \$23,047.08
- Marvin, the bookkeeper worked with Vicki (on the 17th of September) to look at our books set up with respect to integrating Quickbooks with a spreadsheet appropriate to our needs. Result was something that looks more logical. Year was closed out and results are in a separate file.

3. New Business:

- Consider getting "Director Insurance" so that the members of the Board of Directors are not personally liable (in the case of lawsuits).
- Diana brought a guest who might be able to help us market ourselves effectively.
- We voted and agreed on:
 - Each member reviewing the Handbook and sending comments for addition and correction to me by today, Oct 1.
 - Janet would send compiled notes to all board members by Oct 3
 - We would have a meeting or conference call the following week to agree on a version to be voted on at our next meeting, Oct 17.

4. Fundraising:

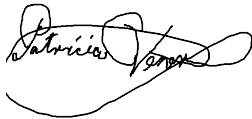
- September 8th event at private home. "Party with a Purpose" raised \$5,090.00 in donations (have we sent out "thank yous?")
- Regarding George's idea for food donations - someone needs to apply - he found various links to pages describing donations by several supermarket chains. There may be places that donate in kind as well as monetarily.
- Miller Senior Center Health Fair October 10th - Jeannie donated the full \$135.00 fee which could not be waived for us this year. - Liz and Pat will be our representatives.
- Alzheimer's walk is September 29th - we have not yet set up our team and none of us knows what to do
- Can we get a Proclamation from the Mayor's office as he does for other groups and non-profits. It would be cool to get his picture outside in front of our sign. (this is from August and still hanging there so I thought I'd leave it in. As a reminder. But I don't recall whose idea this was.
- Still need to contact Representative DeLauro, contact "Estates and Trust."

Other New Business:

- Fridge was fixed - Partnerships paid cash 85.00!
- Carpet issues - Empire never got back to us, Home Depot gave estimate of 1200 to 1300 USD. Other possibilities are Sullivan's Carpet, Unger's on Chapel Street. Possibility of a charitable deduction was mentioned.
- Diana and others stayed to interview applicants to fulfill the grant that was received to evaluate and implement a marketing strategy. (Result Ms. Gina Longo who is now our marketing person.)

6. Moved to adjourn, all approved. time 2:25 PM

Next meeting is scheduled for 17 October 2019, 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, sweeping flourish at the end.

These minutes signed by Patricia C Vener-Saavedra, Secretary