

## Minutes of the Board Meeting Partnerships Adult Day Center 21 November 2019

Called to order at 12:11 PM

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

1. Previous minutes approved. (record speed)
2. Director's Report (details in separate handout from Director) -
  - Lost a client (24 hour Homecare)
  - Latest average client census has dropped to about 8 people per day. this calculation is done end of every month.
3. Treasurer's Report:
  - Income for this past month (October) \$18,930.05 Expenses \$21,210.16 resulting in a (\$2480.11) negative Checking balance end of October \$3,562.18 and to date for November \$6,015.39. Reserve account: \$17,775.37 (down from last month's 23, something).
  - Income flow is negative.
  - Need to know: Number of clients to break even and number of clients to be comfortable. Decided that we need Marvin to give us these numbers.
  - Shirley will sit with Vicki regarding numbers 14th or 15th December (Thursday or Friday).
4. Old Business
  - Gina needs Vicki to go with her to meet and schmooze referral sources.
  - Newsletter should have return envelope for donations.
  - Name change - should be shorter for marketing purposes.
  - Sign on Putnam Ave.
  - Donation button on Website - important!
  - Donation button on Fb - less important given that individuals can run their own fundraisers.
  - Mail stuffing at center December 13th
  - Patricia to ask Vicki for less than 3 month old bank statement in PDF format to upload to Fb in order to qualify for donation button. I already have Mary's information and the application must be done in a single session.
5. Peer Review:
  - Nothing covered
7. Moved to adjourn, all approved. time 1:13 PM  
Next meeting is 19 December 2019, Noon at Partnerships.

These minutes signed by Patricia C Vener-Saavedra, Secretary