



Board of Directors' Meeting Minutes October 28, 2020

The Board of Directors of the San Francisco Ladies' Protection and Relief Society (the Board) held its monthly meeting on Wednesday October 28, 2020, via Zoom Conference.

Directors Present: Deborah Avakian, Charles Dicke, Susan Gearey, Randy Gridley, David Gruber, Tony Hanley, Margaret Jacobs, Dennis Mooradian, Trish Otstott, Laura Pilz, and Leslie Van Houten.

Directors Excused: Scott Hindes, Connie Tired, and Laura Wagner.

Staff Present: Mel Matsumoto, Interim CEO; Ken Donnelly, Chief Strategy Officer; Joe Conroy, Controller

Residents' Representative: Bernie Burke, Residents' Council President

- 1. Call to Order:** Chair David Gruber call the meeting to order at 4:05PM
- 2. Consent Agenda:** Motion by Deborah Avakian, second by Laura Pilz to approve the minutes of August 26, 2020 meeting and the Unaudited Monthly Financials. The motion was approved.
- 3. Residents' Council Report:** Bernie Burke, Residents' Council President had sent a written report to all Board members in advance of the meeting. Bernie did note the passing of Dr. Al Jonsen. **Report attached.**
- 4. Nominating/Governance Committee:** Chair Trish Otstott submitted the following motion: "That upon recommendation of the Nominating and Governance Committee and with the approval of the Heritage on the Marina Board of Directors, Susan Gearey be appointed to serve as a regular member of the Nominating and Governance Committee. The motion was approved. Her term will begin immediately and expire on 31 December 2020.
- 5. Affiliation Update (Information):** Chair Randy Gridley reported that the Appraisal of the Property is complete. He also noted that there are significant hurdles to overcome regarding the confidential opportunity. Randy suggested that we hire a land use attorney, whose cost should fall within the prior sum approved by the Board on July 22, 2020. There were no objections.

- 6. Report on 401K Audit (information):** Randy Gridley reported we had a successful audit of our 401K.
- 7. Corporate Structure (Information):** Reporting for Chair Connie Tiret, Ken Donnelly stated we are looking to apply for a separate 501(c)(3) organization to handle the endowment fund. We recommend that this application be made by the end of 2020. The transfer of funds is still a question. A new Board will be required on activation, which will occur sometime in the future. If there is no objection, we will move forward. There was no objection.
- 8. Health Center-Governing Policies (1st Reading):** Dave Gruber and Mel Matsumoto presented the 1st reading of Draft #3 (Governing Policies Regarding Health Care). There are two parts. 1) Health Center -2nd Reading and 2) Wellness Policies, which will be presented to the Board at the November meeting. Deborah Avakian and Laura Wagner will review the policy before submission to the Board. It was noted that Laura Wagner will be the Board liaison to the QAPI quarterly meetings.
- 9. Verbal Update to Written Staff Report:** Mel Matsumoto indicated that we are re-introducing modified versions of activities. The report by Bernie Burke outlined some of the changes.
- 10. Adjournment:** The meeting was adjourned at 4:58PM.

Respectfully submitted,

Tony Hanley



**October 27, 2020
Residents' Council Report**

Dear Heritage on the Marina board members, to save time, I will present this written report and be available for any questions you may have during the meeting. The last six weeks or so have been positive here. We continue to have meals in our rooms, but that is changing. Because of the good work by the City and County of San Francisco, in containing the virus and the diligent efforts of staff and residents, we have been Covid19 free. As a result, we are now have breakfast in the dining room and residents are very happy to have the opportunity to socialize. Eating alone in rooms was getting depressing to say the least. In addition we have outdoor exercises and yoga classes in the courtyard in the morning and afternoon. The cottage is also being used again for small activities. That is such a cozy space. Our physical therapists who lead the exercises are very good and temper the workout to our aging bodies.

In addition, in the next few weeks the plan is to have lunch and dinner in the dining room. This is a result of the city opening indoor dining with spacing requirements. We will eat in three shifts and be socially distanced properly. Tables and chairs are sanitized after each use. We also have begun to use our mailboxes again. Now to find our keys we have not used for 6 months.

I have found out that other retirement homes in town are moving in the same direction, as allowed by the Department of public Health.

We have been allowed to have visitors for one hour a visit, prearranged and outside. We expect that as wet weather approaches, this will somehow move indoors. Visits are monitored and restricted to two visitors at a time.

All these changes are a result of San Francisco being in the least restricted state color assignment. This could change, so we hope our fellow city residents maintain their general good behavior.

The one onerous restriction still with us, is that if we go anywhere overnight we are subject to a 14 day quarantine upon return. At the Vi in San Diego this was partly responsible for 30 some residents leaving. Most had other vacation homes and wanted to use them. This will continue to be a problem in marketing our empty residences. Although we have two new single male residents.

We have not had any deaths for a while, then two in a row. One was Al Jonsen, whose widow Liz is still in the health center. Al was President of the University of San Francisco years ago and had a very full life. He was partly responsible for the growth of the Fromm Institute at USF, that so many residents here have utilized.

Please ask any questions you have at the meeting.

Bernie Burke, President Residents' Council