



Board of Director's Meeting Minutes December 15, 2021

The Board of Directors of the San Francisco Ladies' Protection and Relief Society (the Board) held its monthly meeting on Wednesday, December 15, 2021 in the John Killeen Fitness Center.

Directors Present: Deborah Avakian, Charles Dicke, Kevin Gerber, Randy Gridley, Tony Hanley, Scott Hindes, Trish Otstott, Laura Pilz, Leslie Van Houten and Laura Wagner.

Directors by Telephone: Dennis Mooradian

Directors Excused: Andrew Cohen, David Gruber and Margaret Jacobs.

Staff Present: Mary Linde, CEO and Joe Conroy, Controller.

Residents' Representative: Bernie Burke, Residents' Council President.

1. Call to Order: Vice Chair Deborah Avakian called the meeting to order at 4:03PM

2. Consent Agenda: A motion was made by Laura Pilz, seconded by Charles Dicke, to approve the minutes of the November 17, 2021 Board meeting; the October Financials and President Bernie Burke's Letter to the Board. Motion approved.

3. Nominating Committee Report: Chair Trish Otstott introduced new Board member Kevin Gerber and stated our other new Board member, Andrew Cohen, is away and will join us at our February 2022 Board meeting. Trish Otstott made the following motion: That upon the recommendation of the Nominating and Governance Committee, and with the approval of the Heritage on the Marina Board of Directors, the 2022 slate of officers serve a one year term. David Gruber, Chair; Deborah Avakian, Vice Chair; Dennis Mooradian, Treasurer and Tony Hanley, Secretary. Motion approved. Trish Otstott noted that the Resident Voting Member of the Board will not be selected until December 20, 2021. It was agreed that the Board will vote by email, upon acceptance or rejection, once the Resident Voting Member is known.

4. Residents' Council Report: In addition to the written report, Bernie Burke thanked the Board for their support. Vice Chair Deborah Avakian thanked Bernie for his excellent reports during the year.

5. 2022 Budget: Mary Linde reported that revenue will be down and expenses will be higher than the 2021 budget. Operationally, we will continue to focus on two principal initiatives begun in 2021: transitioning to an "Aging in Place" model and focusing on strong marketing. We currently have three potential residents in process and we are budgeting one new resident a month. We anticipate announcing the closer of the SNF in June 2022. Charlie Dicke questioned the 2022 projection of \$500K to \$1 million over budget, "what guarantee do we have that it is realistic?" Mary answered that each Department Head is accountable to stay on budget. Joe Conroy went over the budget highlights, noting that the closure of the SNF will be a significant loss of revenue. Joe stated

that we will increasing care fees over all levels by 5% effective July 1, 2022. Tony Hanley raised an objection to the 5% increase on monthly fees. Mary Linde replied that operating expenses are the responsibility of the Residents. The capital budget was reviewed and Tony Hanley raised the question concerning the upgrade to the Beauty Salon. Mary Linde replied that the Beauty Salon is part of the amenities upgrade. A motion was made by Dennis Mooradian, seconded by Leslie Van Houten, to approve the 2022 Budget and Capital Budget. Approved with Tony Hanley not voting.

6. Next Meeting: Vice Chair Deborah Avakian reminded Board members that our next meeting is Wednesday, February 23, 2022.

7. Adjournment: Vice Chair Deborah Avakian adjourned the meeting at 5:06PM and invited the Board to attend the Heritage on the Marina Holiday party.

Respectfully submitted,

Tony Hanley