

WPR/Lounge, Zoom, TV 13

1. Moment of Silence: Mary Elizabeth Bryan Jan. 2, Lorraine McGuire Jan. 3, Del Tweedie Jan. 6, Mac Edwards Jan. 13, Bob Connolly Jan. 18, Marge Christianson Jan. 20, Cort De Voe Jan. 20, Elizabeth Bainbridge Jan. 27, and Edwin Pease Jan. 28
2. Greetings and welcome to:
KRA Representative: Marilyn van Renterghem
New residents: Ed Breneman, Jan King, Martha and Harry Bryans, Peter Rittenhouse, Jim Salvas and Lane Randall
Welcome to our Administration
3. Approval of Agenda Approved
4. Approval of Minutes for January 3, 2023 Approved
5. Report on KRA meeting Jan 9: Jon Ford
Activities available at Kendal; Café renovation and designs
6. Report by the First Vice-President and Directors (Concerns Sessions): One concern: Audland open boxes not getting same mail as IL residents
7. Report by the Second Vice President (Committees). See report
*Action: Sam made motion to call for a vote to approve Teaching and Learning at Crosslands TLC. Approved
*Action: Sam made motion to call for a vote to approve Slate of Nominating Committee Members: Courtney Peterson, Debbie Borton, Richard Primo, Wendell Lofland, Roger Hahn Approved
*Action: Sam made motion to call for a vote on nomination of Jim Strickland to fill the vacancy of Assistant Treasurer Approved
Neil Cullen: Finance Committee report (see attached)
Jim Sharp: Feb 10 deadline for Committees to get in their Budget Request Forms
8. Treasurer's Report: See attached
*Action: Sam made motion to call for a vote to approve covering higher than budgeted expenses by Biographies Committee and the Spiritual Life Committee: Approved
9. President's Remarks: Grateful for all the people who have worked on this financial management plan; Sam encourages residents to put on gatherings not related to CRA
10. Comments by Officers and Directors
Joan Applegate: Super Bowl party by resident fitness and AV on February 12, 6 p.m.
11. Old Business:
Paul Stevens "Safety Moment" presented instead of usual announcement (see report)
12. New Business
Paul Stevens: Brief progress report on Resident Archives – five-year plan to get our history in order. Julie Knobil and Paul are moving materials to where Treasurer's office is. Paul found a power point of 25th anniversary and he reported on a found time capsule.

13. Residents' Remarks
David Rhoads asked for suggestions for officers/directors for CRA Board by February 20
Judy Heald asked residents to put a green dot (meaning no extra papers) on their open boxes if they can get memos and such from other sources
Elizabeth Rhoads: Concert this Sunday by generous bequest of Ray and Pam Firman;
Dick Haden: thanks for return of umbrella
Brigette Alexander: no Roberts Rules of Order needed
Diana Stevens: gathering place in the 400's with stones from the Mott House. What is the status of that gathering place? Seth Beaver response: Were waiting for all new residents to move in before continuing the gathering space conversation.
Jane Roberts: was the Assistant Treasurer position a CRA Board vacancy? Sam: Yes
14. Remarks by CEO and staff
Lisa Marsilio: announced upcoming meetings to present Staff plans to address suggestions from residents' satisfaction survey ; reported 95% occupancy; thanked her team for their work
Donna Taylor: Health Center/Firbank – annual licensing onsite survey found no deficiencies; nursing assistant training class to begin, to train CNA's - first class is filled. Full-time nurse position vacancy in Resident Care – search in process; still living with Covid, use common sense
Seth Beaver: Kendal Health Center design and development for another year and construction 2024-2026; Kendal Café will close in the spring for renovation and reopen in early 2024; Big Woods issues being discussed; Vibrant Website demos Feb. 15, 16; Alex Moreno, IT Resident Support Technician Intern (6 months trial period) – his work getting good feedback
Quiana Pettigrew: HR updates: job fairs secured candidates the CNA classes but still a need more. Cooks needed as well. Staff satisfaction survey underway
Michele Berardi – Thanked Sam for 50th Anniversary contribution for Kendal; Feb. 24-- Kennett Area Empty Bowls program returning in person; she's been asked to participate in a conversation of how people choose a retirement community.
15. Kudos and Announcements
Rob Shipman -- Earth Day Preview of April 22-28 activities
Anne Gross -- Diane Hulse: Invited to be studio artist at The Delaware Contemporary
Anne Gross -- Mary Rogers was recognized for taking over Constant Contact
Jim Sharp -- thanked PKg Lot 7 residents for giving up half of their parking spaces to the temporary pickle board court.
16. CRA Calendar
Next CRA Board Planning February 27 Zoom; Next CRA Board Meeting March 6 WPR
Next Concerns Session, February 21 Music Room: Julia Rudden and Jon Ford
Next KRA Meeting: February 13: Debbie Borton, CRA Representative

Adjourned at 11:18

Respectfully submitted,

Linda Helton, CRA Secretary 2022-2023

FINANCE COMMITTEE UPDATE

February 23, 2023

To: Members of the CRA Board
From: Jim Sharp, CRA Treasurer
Re: Finance Committee Update and Treasurer's Report for February 2023 Board Meeting
Cc: Finance Committee Members Neil Cullen, Deb Savery and Dave Shipman
Date: 1/25/23

2/4/23

Draft Finance Committee report to the CRA Board for 2/6/23 board meeting.

As a part of our review of CRA Financial policies and procedures, members of the Finance Committee have had series of meetings. We met with CRA's tax accountant (Fenstermacher & Co), the Treasurer of the CRA Wood Shop, the Chair and the Treasurer of the CRA Sunflower Shop, the Treasurer and the immediate past Treasurer of the Kendal Resident's Association (KRA) and with Ed Plasha, KCC's Chief Financial Officer. In light of that review, Ed Plasha and the CRA Finance Committee concluded that the CRA would benefit from engaging Fenstermacher & Co to evaluate our accounting practices. Ed Plasha contacted Fenstermacher last Friday, 2/3, and they have agreed to do the evaluation. They can begin in April after the end of their tax preparation season. Ed has offered to fund the engagement which he estimates will cost in the neighborhood of \$2,000.

Neil Cullen, Finance Committee Member

The attached report for the February 2023 Board Meeting reflects the funds in our bank accounts on December 31, 2022 and the estimated committee income for the 2022-23 fiscal year. We appear to be on track to meet CRA's financial obligations for the current fiscal year. Jim Sharp, Treasurer

Treasurer's Report for the February 2023 CRA Board Meeting

CRA Funds as of the End of December 2022					
		A		B	C
1		November		December	Change
2	Checking Account	\$ 4,916.03		\$ 3,189.54	-35%
3	Money Market Account	\$ 84,862.06		\$ 89,865.79	6%
4	Total CRA Bank Funds	\$ 89,778.09		\$ 93,055.33	4%
5	Outstanding Checks	\$ (2,742.50)		\$ (2,597.03)	-5%
6	Reserve Fund	\$ (13,443.87)		\$ (13,443.87)	0%
7	Designated Funds	\$ (21,885.34)		\$ (20,997.53)	-4%
8	Budgeted Committee Funding	\$ (49,525.33)		\$ (44,971.02)	-9%
9	Bank Error	\$ -		\$ (1,632.00)	N/A
10	Remainder Funds	\$ 12,181.05		\$ 9,413.88	-23%
11	Estimated Board Income	\$ 10,000.00		\$ 6,828.33	-32%

(Please note that CRA obligations appear in parentheses.)

1. The increase in Total CRA Bank Funds of 4% (Line 4) is driven primarily by the transfer of \$5,000.00 from the Woodshop to the CRA as well as \$1,509.00 income from the Arts and Crafts Fair and a bank error in our favor.
2. The error by the bank (line 9) resulted in \$1,632.00 of the Cartmel Residents Association funds being deposited in our CRA account. This was discovered and corrected in January (2023) by giving the Cartmel Residents Association a check for that amount.
3. Remainder Funds (line 10) have declined (23%) as a result of entering the actual Board Income (line 11, column B) now that we have received income from the Woodshop and Arts and Crafts Fair. During January 2023 the Sunflower Shop transferred \$5,000.00 to the CRA account and this will be reflected in the next report. A complete breakdown of Board Income from committees will be included in that report.

1ST VP REPORT (CONCERNS)

February 6, 2023

Only one concern was heard this month regarding workers entering to do routine maintenance, and it is being followed up.

David Camp, 1st VP

2ND VP REPORT (COMMITTEES)

February 6, 2023

I am going to do this a bit out of order, putting the assistant treasurer at the end of my report so I can lead into the Finance Committee report.

1. CCRC Area Council: We anticipate that there will be an opening for a Crosslands resident on this committee. This is a special committee that is outside KCC. It includes representatives from many Chester County CCRC's. They meet quarterly, taking turns at member campuses. If you are interested, please speak to me.
2. There will be two openings on the Environmental Services Collaborative Committee, aka Housekeeping, at the end of this year. If you know you are interested, please speak to me.
3. George Helton/Ernie Novak/and Fran Riddle are proposing a new committee: TLC (Teaching and Learning at Crosslands). Mission: ...to encourage teaching and learning for residents on our campus. Classes will be taught by residents, and there will be no fee. Fourteen people attended the planning meeting, and 15 courses, including Mah Jong, Genealogy, Ukelele, Islam, and Nature studies were proposed.
 - SAM – CAN YOU PLEASE CALL FOR A MOTION TO APPROVE THE ESTABLISHMENT OF THE TLC COMMITTEE?
4. I want to thank David Rhoads and Jane Roberts, chair and vice-chair respectively of the Nominating Committee, for putting together the following slate of nominating committee member nominees. They are Debbie Borton, Roger Hahn, Wendell Lofland, Courtney Peterson, and Richard Primo.
 - SAM – CAN YOU PLEASE CALL FOR A MOTION TO APPROVE THE NOMINATING COMMITTEE SLATE?
5. You may remember that at our November meeting, I explained why we did not have an assistant treasurer. We had invited a total of 6 people to assume the position. Deb Savery and Dave Shipman, both of whom have extensive financial training and expertise, were two of the 6 who declined the assistant treasurer position. They said that they could not serve because of the differences they saw between the financial records of the CRA Treasurer and those of the tax accounting firm that prepares the Federal 990 form on behalf of the CRA.
We therefore appointed a finance committee that included Deb, Dave, Neil Cullen, and Jim Sharp to figure out how to fix the problems. They have been working very hard and will report in just a minute. Before I turn it over to Neil to make the report, however, I am very pleased to announce that Jim Strickland, who has been working closely with the finance committee, is willing to serve as assistant treasurer. I will be asking for his

appointment, which will make him a board member, according to section 4.06 of our constitution. I think we better bring another chair to the table.

○ SAM – CAN YOU PLEASE CALL FOR A MOTION TO APPOINT JIM STRICKLAND ASSISTANT TREASURER AND MEMBER OF THE BOARD?

6. Finally, I'm turning to Neil Cullen who will describe what the finance committee has been doing and why we are now able to appoint an assistant treasurer.

Diane Hulse, 2nd VP

EARTH DAY 2023

THANK YOU FOR THIS OPPORTUNITY

EARTH WEEK IS COMING! AND THIS YEAR WE WILL CELEBRATE THE EARTH FROM SATURDAY APRIL 22 THROUGH FRIDAY APRIL 28 WHICH IS ARBOR DAY.

LAST YEAR THERE WERE EVENTS ON THREE DIFFERENT CAMPUSES, AND THIS YEAR REPRESENTATIVES OF THE FOUR COMMUNITIES ARE PLANNING A SIMILAR SPREAD OF ACTIVITIES. AS IN PAST YEARS, JENNIFER ALLCOCK AND I AGREE TO BE THE CLEARINGHOUSE FOR INFORMATION. WE WILL DO OUR BEST TO KEEP THE COMMUNITY AWARE OF WHAT'S HAPPENING WITH POSTED SCHEDULES THAT CHANGE AS NEEDED.

AT THE SAME TIME, THOSE OF YOU FAMILIAR WITH HERDING CATS CAN APPRECIATE TRYING TO KEEP UP WITH INFORMATION ABOUT INDIVIDUAL EVENTS SPONSORED BY DIFFERENT PEOPLE ON FOUR DIFFERENT CAMPUSES. WE WILL SHARE WHAT WE KNOW, WHEN WE KNOW IT.

SOME EVENTS HAVE ALREADY BEEN SCHEDULED AND MORE WILL BE ADDED. PLEASE LET ME KNOW OF THEMES OR TOPICS THAT MIGHT BE INCLUDED – ALL IDEAS ARE WELCOME! FOR EXAMPLE, IN LINE WITH SAM'S ENCOURAGEMENT TO GATHER, BOOK REVIEWS HAVE BEEN POPULAR MEETINGS THE PAST TWO YEARS. WE REVIEWED BRAIDING "SWEETGRASS" TWO YEARS AGO AND "THE OVERSTORY" LAST YEAR. ANYBODY GOT A GOOD IDEA FOR A BOOK REVIEW?

ROB SHIPMAN and JENNIFER ALLCOCK

Earth Week "Event Clearing House/Schedule Maintainers"

"SAFETY MOMENT" POWER POINT PRESENTATION

February 6, 2023

Chart 1

- Paul Stevens said there are two active Safety Committees at Crosslands
 - Staff Safety Committee: Chairs are Roy Manno and Antonio Sofia
 - Crosslands Resident Safety Committee: Chairs are Bonnie Marcus and Jo-anne Smith
- Paul asked all residents to support these committees
- He challenged residents to become aware of what the committees are doing. And he asked residents to find one (or more) actions that the committees have take that will positively influence that resident's behavior regarding safety. AND he asked the residents to contact the chairs to acknowledge these positives. This is NOT a request to tell the committee chairs about problems.

Video

- A video was shown of an incident that portrayed a serious injury. Fortunately, the video was staged with actors.
- The "injured" actor commented on three behaviors that contributed to the "injury".
- The behaviors make it clear that both the "injured" person and others (some not even present) contributed to the injury

Chart 2

- Conclusions from the video:
 - There are NO accidents. There are consequences to our behavior.
 - Management, observers and the involved person all need to examine their behavior. We need to act as the Resident Safety Committee has said: "See something, Say something".
 - How can *We* work to prevent injuries? (All of us.)

Paul Stevens

