

APPROVED
CRA Board Meeting Minutes-January 2,2024

Members present: David Camp, Diane Hulse, Jim Strickland, Phil Duncan, Joan Applegate, Debbie Borton, Anne Gross, Julie Knobil, Mike Letts, Renee Overholser, Dick Primo, Sue Welles, Woody Gross

Residents present: 90
Zoom count: 28

1. Moment Silence: Robin Harper-Dec. 4
2. Greetings and welcome to:
 - KRA Representative: Jeff Lavine
 - New Residents in Attendance: Suzanne Pusey
 - Our Administration
3. Approval of Board Agenda-APPROVED
4. Approval of Minutes from last meeting-APPROVED
5. Report of last KRA meeting. Debbie Borton-(full report attached)
 - Highlights:
 1. They are working on a buddy system plan to help move residents during the building of the new Kendal Health Center. They may have to move twice.
 2. They are setting up random seating dinners to get new people to interact more with longtime residents.
 3. Shout out: A courtyard was made into a Rain Garden, and it seems to work well.
 4. They are updating restrooms on the main floor. It has turned into a bigger project than expected.
 5. Craft Fair was successful. Kudos to those who participated.

Report by Diane Hulse (4 Concerns Raised):

- Dog Park: Would the dog park be available during construction? Answer: A temporary dog park will be constructed prior to the removal of the current one until after the construction is completed.
- Street Lighting at the entrance was needed. Answer: Roy and Lindsay looked at it and agreed. They have contracted with the electricians and work should be started on that soon.
- During the time of the escaped prisoner, there was a lot of psychological stress among the residents here. Is there someone to turn to during those times? Answer: A consulting psychologist comes on a regular basis. Schedule with Resident Care. Lathie Gannon is another resource. KCC will add a Social Worker for independent living residents during 2024 to help with their needs.
- Communication issue: Particularly gaps in communication with administration. Two examples:
 - Elevator failure in Woolman: The elevator was out for three days. Emergency phone did not work. Emails and text messages were sent but

not answered. Apologies only to second floor residents when all parties were affected.

-Charging station at Woolman: Electric charging stations were included in the contract signed by Woolman residents. Law changed and charging of electric cars and scooters, etc is not permitted indoors any longer due to fire hazard. This was not communicated,

Policy has been updated to ensure that employees must communicate in response to issues raised.

7. Report by Diane Hulse for Bunny Lawton (Committees)

-4 committees will give short reports:

-Safety Committee: JoAnn Smith:

- Works with Administration and Maintenance on resident safety issues
- Educates the Community on safety awareness.
- Looking for new members.
- Meets the last Thursday of the month.
- Monday, January 15, 7:30, Longwood EMS is coming. Everyone is encouraged to attend.
- Some new safety policies are coming.

-Energy Committee: Ben James

- Established in 2007, in 2018 adopted the Paris Agreement.
- Helps the Administration
- Peak Energy Reduction: 170 resident participation this year.
- SSAFE is resident based across all Kendal Campuses even though we are no longer associated with the Kendal Corporation.
- Meet the 2nd Tuesday of the month.
- Full report at the end of the minutes

-Wood Shop: Ben James (full report at end of minutes)

- Creative outlet for residents
- Critical resource for community
- Members must demonstrate proficiency in using equipment.
- Contributes about \$5000 to CRA yearly.

-Sunflower Shop: Joan Applegate

- Mission is to provide necessities, gifts, cards, consigned items, etc, to residents at reasonable prices.
- Dog treats provided by a company of handicapped employees in Delaware.
- Mark up is low to keep prices affordable.
- Profits of about \$5000 a year go to the CRA.

-Other Committee Items:

- Sharon Mitchell is retiring as co-chair of the Sunflower Shop. New co-chair nominated is Ellen Huntington. APPROVED

- New Co-Chair of Transportation Committee nominated Lynn Lodge. The other co-chair will be from Kendal. APPROVED
 - Two new members of the Fundraising Committee are Nancy Letts and Dan Mahoney. Congratulations to them.
- Full report at the end of the minutes.

8. Report by Finance and Treasurer- report attached

9. President's Remarks:

- There is an ongoing discussion about the private use of public spaces.
- No one is to use the AV equipment except members of the AV Committee or those being trained by the AV Committee.
- Reminding everyone of the important function of the Website Committee. Everyone is encouraged to bookmark the website to find it easily and use it every day.

10. Comments by Officers and Directors: none

11. Old Business: none

12. New Business:

- Anne Gross: Reported on the CCRC Area Council– a committee made up of 13 continuing care communities in the region who meet to compare notes. All other CCRCs had much higher annual % increase in fees. Thursday, March 14, the group will meet here at Crosslands. Help is needed by residents.
- Val Suter & Ginny Connelly, Website Committee:
Crosslands was first to have a website. In September of 2019 a new website launched. Administration needed something of their own and launched Vibrant. Vibrant became KCC Connect. KCC will soon host the resident directory. It is a more secure website for this information. Val and Ginny asked for a show of hands regarding how many people are and are not using KCC Connect to see if there is an issue.
- Jane Roberts: Nominating Committee: Responsible for encouraging residents to nominate possible candidates for the CRA Board. Please check with someone before you nominate to see if they are willing. Ballot sheets are coming soon. Members of the committee needing Board approval are Larry Flood, Sam Wagner, Jane Roberts, Bill Heald, Tonie Franz, Jean Worley. APPROVED
-Diane Hulse: Two documents on the website regarding CRA are the Constitution and Policies and Guidelines. She recommends everyone look at these documents. They have recently been updated.
-Anne Gross: Recommends the CRA jobs and encourages residents to say "YES" if asked.

13. Residents' Remarks:

- Dick Hayden: put in a plug for lifelong learning and the wonderful resource nearby, Osher Lifelong Learning at the University of Delaware. KCC transportation will take you and bring you home. The latest catalog is in the library and online.
- David Camp: The Teaching and Learning Committee here at Crosslands is a valuable resource as well.

- Paul Stevens: Paul is supporting the Safety Committee and recommends attending the EMS Safety Talk on January 15. The subscription to EMS is well worth it.
 - David Rhoads: The Memorial Committee is holding its annual Memorial Service for those who have left us during 2023 on January 10.
 - Elizabeth Rhoads: Next Tuesday, January 9 is a very special music program thanks to the bequest of Ray Firman.
 - Peter Lane: Compliments to the Energy Display
 - Lynn Back: The capacity of the William Penn Room is in question. How do we handle an overflow crowd?
 - Carol Ann Baker: She has not heard anything about the MLKjr Day at Lincoln University. Judy Heald commented that she sent information to the DEI Committee about it.
14. Remarks by CEO and Staff:
- Lisa Marsillio: Spoke of new beginnings and reflected on all that was accomplished in 2023. KCC is now operating on its own. All four campuses will be busy.
 - Donna Taylor: There were four volunteers for the Health Collaborative Committee. Donna and Cathy Emig will be conducting interviews. Still working on an action plan for the pharmacy. Some ebbs and flows. She thanks everyone for their patience. More providers have been researched. One size does not fit all. COVID dashboard is published every Tuesday. Please continue to be responsible.
 - Seth Beaver: On the communication issue, improvement is needed. Campus-wide messaging is handled well but improvement can be made when communicating back to one or a small group of residents. The elevator issue could have been handled better and we had issues with the elevator repair company which did not help. Electric vehicle charging was planned for the Woolman lower-level parking however we recently were notified by our insurance carrier and the fire marshal that they are highly recommending we do not allow vehicle charging in that space for fire safety reasons and are also concerned with charging electric bikes inside residences.

Residents raised concern regarding auditorium capacity. Capacity based on building code is really high because the space is defined as a multi-use space with no fixed seats. The set ups that were created for the auditorium were based on the actual chairs used and minimum aisle widths to allow for safe egress in the case of emergency and considered walkers and wheelchairs. Staff will work with the safety committee to analyze setups. We will also discuss this topic when working on the renovation of the auditorium, which some residents volunteered to be part of that committee and we hope to meet in January.

Kendal Café expects to be open fully by mid-February. Construction on the Kendal Health Center renovation is to begin in February. Joe Deckman will be the project manager. Lindsay Eidson is now in Joe's role and Roy is looking to fill Lindsay's position.

- James Craig: IT, AV equipment is getting updated. WIFI has been expanded in the main building. Each room in Audland is hardwired. Some new security as well. More access points are coming. Cell service should improve with new tower going in at Longwood.
- Roy Manno: Spoke of the importance of flashlights in car, beside table, bathroom. Bad weather expected this weekend and in the week to come. Bathroom back up on the lower level was caused by a collapsed pipe in the floor. Repair is in progress. New lighting at the entrance is coming. Sam Wharry-Brinton window washing not done. Roy would refer this to Michele Roche. Willa Nelson-When will be the new bicycle policy go into effect? Answer: Later this month.
- Quiana Pettiford: Kudos to staff for helping with moving off the Kendal Corp Payroll system. Finalizing DEI Manager. Interviews underway with the second round coming up. Should be filled in the coming weeks.
- Ed Plasha: 97% occupancy. Eight units open in Crosslands. Four unspoken for (3 one bedrooms). Great year fiscally leading to the below market percentage increase in fees this year.

15. Kudos

16. Announcements

17. CRA Calendar

- Next CRA Planning Meeting date-January 29
- CRA Director attending next KRA meeting Jan 8 Woody Gross
- KRA Director attending next CRA meeting: Steve Michaels
- Next Concerns Sessions: Music Room, 10 a.m. Jan. 16, Anne Gross and Sue Welles

Respectfully submitted.

Cathy Campbell

CRA Secretary 2023-24

To: CRA Board

From: Debbie Borton

Re: KRA Board Meeting, December 11, 2023

The KRA Board operates in much the same way as the CRA Board operates, welcoming residents, recognizing administration and setting agendas, etc.

President Frank Czeiner reported on hopes to reduce their carbon footprint matching the “sustainability” value in the new Values Statement from the KCC Board. A second pending plan is to connect Independent Living residents with those in Assisted Living areas that are going to be heavily impacted by the new construction. A “buddy” program will be set up after the first of the year. There are expected to be about 15 AL residents who will have to move twice during the construction process.

The 50th Anniversary Committee was disbanded and it was announced that Kendal donated \$59,000. to the Employee Appreciation Fund.

The President Elect reported that their Craft Fair on Dec. 7 raised \$7,400, about \$1400 more than last year. Many thanks and Kudos were given to the crafters who donated their work for the benefit of the KRA.

The “Treasure Shelves” on the Lower Level of small household items are both free and some for a small price.

The Random Seating Dinners initiative is to mix up residents by setting up tables for which residents sign up to be part of. There is also a “Host Table” where a resident hosts a table of 8 and anyone can join. More hosts and volunteers were wanted.

The Treasurer reported they are beginning to plan for the KRA Fund Raising Drive. He went through the budget process and asked those committees which get money from the KRA begin to get their budget requests in order.

CRA Cash & Expenses
For the Five Months Ended November 30, 2023

CHECKING & MONEY MARKET ACCOUNTS:				\$116,578
<u>EXPENSES</u>				
Committee Expenses > \$2,000	<u>Actual</u>	<u>Budget</u>	<u>Difference</u>	
	\$18,596	\$54,860	(\$36,264)	
Committee Expenses < \$2,000	3,839	14,030	(10,191)	
Sunflower/Wood Shop Expenses	10,235	23,654	(13,418)	
Other Admin Expenses	4,175	8,100	(3,925)	
Total Expenses:	\$36,846	\$100,644	(\$63,798)	

Energy Committee report to the CRA – Jan 2, 2024

The Energy Committee was established as the energy sustainability committee in 2007. In 2018, we adopted the Paris Climate Agreement goals of reducing our carbon footprint by 50% by 2030 and achieving net carbon zero by 2050. We continue to identify ways to reduce our carbon footprint, work with the Facilities team on identifying ways residents can be of assistance, educate our fellow residents on ways they can help with this effort and to help the Administration complete projects to meet these goals.

During our Peak Energy Reduction project last summer, we had over 170 residential units on our email notification list, a 65% increase from the previous year. We will not see the savings until February.

We monitor and support the Four Campus recycling committee. We commend our fellow residents in their ability to be flexible and resourceful in light of the change of trash haulers this year.

For almost ten years, we have used the Energy Committee dashboard, the right-hand TV monitor over the mail boxes, to help with our educational efforts. We have just upgraded the system, making it MUCH easier for us to maintain, and have eliminated the need for outside contractor support when it hiccups.

We thank the CRA for its approval of our concern for KCC to conduct Energy Audits. It is likely that the Kendal Center will be evaluated this year and the Crosslands Center in 2025. From talking with other Kendal system campuses, the Energy Audit should identify opportunities for energy efficiency improvements. This information will be critical as KCC moves to meet the Paris Goals for carbon reduction.

The Energy Committee continues to be the formal link with Senior Stewards Acting For the Environment, or SSAFE, a resident-based membership organization across multiple campuses. SSAFE has begun expansion beyond the original Kendal System, and is adding two new campuses this year, one in Vermont and one in Maine. George Alexander, at Kendal at Longwood, is the chair of a “Greening our Campus” project team. They are creating a library of documents which will help guide any life care community in their effort to meet the Paris Goals. The document called, “ An Energy Audit - Request for Proposal” was one of the first in this series and proved helpful to our Facilities Director, Roy Manno, as he requested bids for the professional engineering work to be done this year.

Recently arrived residents have brought their sustainability enthusiasm to our meetings. We are working on a number of different areas for this next year. We meet regularly on the second Tuesday of the month in the Nature Center Room at 1:00. All are welcome.

Wood Shop report to CRA – January 2, 2024

The Wood Shop at Crosslands continues to provide a creative outlet for residents and a critical resource for the community. Active members include Mike Duffy, Chairperson, Ben James, Treasurer, Jeana Leventhal, Dan Mitchell, Margareta Tuckman, Scott Murray, Dennis Collin, Peter Silvia (Cartmel), and Merritt Cleaver (Kendal). The shop is open 10:00 to 12:00 Monday through Friday except holidays.

We charge for materials and request a donation to the CRA for our efforts at an \$8.00 per hour rate. We are happy to report that many payments include an extra donation.

We have been known to:

- Sharpen knives, scissors and shears
- Glue wobblely chair legs
- Repair furniture in the Center for the House committee and for staff
- Turn plates and bowls
- Cut out and paint Jeana's famous critters
- Strip and refinish furniture
- Assemble furniture that arrived flat in a box
- Re-wire lamps and replace faulty sockets
- Build garden structures
- Make house calls to assess potential projects
- Design and build benches and tables
- Create wooden gifts
- Other unpublicized fixes

Regular members commit to helping with the repairs as such items arrive, have a key to the shop and are permitted to work outside normal hours with some restrictions. We have handled family heirlooms from years ago and created new ones for future generations.

For years we have turned our volunteer hours into a \$5000 annual donation to the CRA.

2nd VP_ Report January 2, 2024

This morning we'll hear brief summary reports from four of our Crosslands committees. We hope it will give you - both new and old residents – an update on what's happening in these committees, and what an important contribution they make to our community.

- JoAnne Smith, co-chair of the *Safety Committee*
- Ben James, representing the *Energy Committee*
- Ben James will report about the *Wood Shop*, and
- Joan Applegate will update us on the *Sunflower Shop*.

Two Committee Co-Chairs need approval:

Sunflower Shop - new Co-Chair

Resignation of Sharon Mitchell and appointment of Ellen Huntington to serve as new co-chair (with Joan Applegate) of the Sunflower Shop. Since this is a Standing Committee, it needs CRA Board approval.

Transportation Committee - new Co-Chair

Appointments Committee recommends that the Board approve the appointment of Lynn Lodge as Co-Chair of the Transportation Committee. The other co-chair will be a Kendal resident.

Fundraising Committee

New members: Nancy Letts & Dan Mahoney, joining Neil & Betsy Cullen.

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