

MINUTES
CADBURY AT LEWES RESIDENTS' ASSOCIATION
BOARD OF DIRECTORS' MEETING
Monday, January 9, 2017; 3:30 pm in the Welcome Room

WELCOME AND REMARKS: President Gil Kaufman remarked that he wishes he was the Vice President under Don Burgess, as was planned, but unfortunately that was not to be. He gave the Board members his cell phone number which is 302-228-6020, although he prefers to use e-mail. A set of the By Laws was given to each member to be read and to report any proposed changes to Jane Lord. Also distributed were a list of members of the Board of Directors and Committee Chairpersons which is to be checked for accuracy and a copy of the Mission Statement for the Area Representatives which will be updated.

Gil reported that Dick Cleaveland offered to head up the development of a CALRA Handbook and he authorized him to be the chair of such a working group. He also reported that he has been informed that the celebration of the Tenth Anniversary of the opening of Cadbury at Lewes will be celebrated in July of this year. The Board may want to form a task group to address this matter. Don Wiedmann's suggestion that the display case be housed within a Committee has been considered and it will be within the Activities Committee. Tom Lord will be taking over the responsibility of scheduling displays.

Gil stated that there are three areas on which he would like to focus this year: (1) improving the transparency of management activity including finances, (2) improving our recycling program, and (3) improving our interaction with AL.

CALL TO ORDER: Gil Kaufman called the meeting to order. All members were present except Jane Lord and Pat O'Hanlon. A moment of silence was observed.

MINUTES: The minutes of the December 12, 2016 Board of Directors' Meeting and December 19, 2016 General meeting were posted in the Mail Room and the Library. No additions or corrections were needed and they will be filed.

CORRESPONDING SECRETARY'S REPORT: Binky Tompkins reported that she sent four cards and that she appreciates our letting her know of those who need a card.

TREASURER'S REPORT: Jim McMullen reported that the balance as of December 1, 2016 was \$57,603. Income for December was \$1,524 and expenses were \$50,682, the majority being payout of the 2016 Employees Appreciation fund, leaving a net amount of (\$49,158). The balance as of December 31, 2016 was \$8,445 including an Employee Appreciation carryover of \$780. The actual CALRA operating balance is \$7,665.

RATIFICATION OF COMMITTEE CHAIRPERSONS: President Kaufman called for a motion to ratify the following Committee Chairpersons:

ACTIVITIES:	Carol Bishop
BY LAWS:	Jane Lord
COMMUNICATION:	Woody Seamone
DINING SERVICES:	Corinne Lehman
EMPLOYEE APPRECIATION:	Jim McMullen
GIFT SHOP:	Gil Kaufman
LIBRARY:	Mildred Wiedmann and Judy Burgess
NEWSLETTER:	Pat O'Hanlon
NOMINATING:	Jane Lord
PROGRAM:	Rich Woolley
WOODWORKING:	Ron Trupp

Jim McMullen so moved. The motion was seconded and passed unanimously.

COMMITTEE REPORTS:

Activities: Carol Bishop reported that full busses went to the Mid-Atlantic Symphony Orchestra Concert in Bethany and a Christmas Concert at Epworth. Two busses on separate evenings toured the "Winter Wonderfest of Light and Spectacular Christmas Village." The Cadbury Chorus had a joyful evening of music and laughter in presenting its Christmas Program which was repeated Dec. 29th for Assisted Living residents.

Only a few residents enjoyed the Cape Henlopen Theater Academy Holiday Cabaret due to a mistake made in the scheduling by the High School.

Christmas caroling was well attended in the Bistro on Christmas Day accompanied by Nancy Krail on the piano and New Years' Eve's celebration was full and enjoyed by all including the Ball Drop at our midnight (9:30 PM) along with balloons falling from the balcony.

January's calendar has many outstanding events scheduled including a program entitled "Come Fly With Me" put on by the Camp Rehoboth Chorus. Tickets are \$25 and are going fast.

Communication: Woody Seamone reported that the Committee met on January 5th. Progress is continuing on the software contract with Fine Line, Inc. on the development of a new CALRA website. The contract has been underway for about six weeks. The test site will be in a test mode in about three weeks. We will need input from the project leaders in about three or four weeks to start tests on the system. Training is expected to start in about three to four weeks with the first look by the project managers. The review of the use of the TV channel for information for residents with Deb Hamilton has not yet been scheduled.

Dining: Corinne Lehman reported that the Committee met on January 6, 2017. Jeff reported that the comment cards continued to rate meals and service in the Chart Room and Bistro as good to very good. All comments are helpful. He was happy to report that he is operating under budget. Discussed were updating, remodeling, and creating new menus for the Bistro; having ice cream available for dessert in the Chart Room; using a computerized system for ordering food (need more wi-fi); and having a breakfast buffet for employees and residents in the future. Themes for the Wednesday night buffet will be changing. Happy Hour food will be re-evaluated based on residents' input. Cans and bottles will be placed in separate containers marked "cans and bottles only." A special Valentines' Day event will be scheduled for February 14th. The next meeting will be February 2nd at 3 pm.

Gift Shop: Elsie Gould reported that the income for December 2016 was \$485 and expenses were \$362, leaving a net profit of \$123. The net profit for the year was \$4,150. Residents are encouraged to look for items to donate to the shop as the available items are dwindling.

Library: Judy Burgess reported that the Committee met on January 9, 2017. Mildred Wiedmann has purchased several large print books of fiction which are always in demand. The Committee is looking to purchase another Qu'oran as the copy in the Quiet Room is often taken out. If anyone knows of a good translation, please let a Committee member know. A letter was sent to the Director of Nursing and others regarding the availability of a limited number of novels and other readings on CDs that are in the Library. The next "housekeeping" session will be Saturday, February 25, 2017, weather permitting. The next Committee meeting is scheduled for March 9, 2017. At 3 pm.

Newsletter: Pat O'Hanlon sent word that the next newsletter is expected to be out in February. Articles are due by February 1st.

Program: Nancy Krail reported that the monthly 7 pm Programs will be:

January 17, 2017 – The Storm of 1962 presented by Wendy Carey

January 24, 2017 - ITN Transportation for Southern Delaware presented by Janice Hanwell

February 21, 2017 - Voices of Praise, Cape Henlopen High School Gospel Choir

Woodshop: Ron Trupp reported that the current balance in the wood shop treasury is \$103.69. The Shop has repaired a swivel chair and a rocking chair. 25% of all receipts from the sale of woodshop items benefit the Resident Reserve Fund. Bill Dunn, Rebecca Rogers, and Richard Thomas have been working on projects. The shop is currently in the process of replacing an extensive list of necessary materials to continue the work of the shop at a total cost of \$667.25. Residents may bring items to the shop that need to be repaired.

AREA REPORTS:

Gil Kaufman asked the area representatives to keep in mind their responsibilities as listed in the mission statement given out and to also supply Kathy Holstrom with a written report stating the name of any new resident(s) and their cottage number or apartment number.

West Wing, 2nd floor – Erna Steinbruck reported that there were no new move-ins

West Wing, 1st floor – Karen Consolini reported that there were no new move-ins

East Wing, 1st floor – Bunny Guerrin reported that there were no new move-ins

East Wing, 2nd floor – Lois Wills reported that there were no new move-ins

Cottages – Elsie Gould reported that there were no new move-ins

Health Center – Dick Kauffman reported that his area is not adequately addressed in the Mission Statement. All residents need to be able to see what is available on the IL menus so they can decide if they want to eat in their own dining room or the IL rooms. Gil said these items will be reviewed for their applicability to the Health Center.

ADJOURNMENT: The meeting was adjourned at 4:50 pm.

Respectfully submitted,

Kathy Holstrom, Secretary