

# *Arbutus Park Retirement Community*

## **BOARD OF DIRECTORS MEETING MINUTES Tuesday December 3, 2019 at 7:00 PM**

### **Those in attendance:**

Julian Beglin  
Earl Butterfield  
Rev. Chung  
Charles Darr  
Nancy Grove  
Chad Kamler

Sarah Kelley  
Richard Knavel  
James Knipple  
Roger Luther  
Louis Nicoletti  
Ronald Reinbold

John Rezk  
Ryan Sedlack  
Sue Strohm  
Dennis Tawney  
Richard Wilson  
Donato Zucco

Those unable to attend: Gail Spangler and Don Zucco

Those absent: None

The December board meeting was called to order in the conference room by Dr. Reinbold, President. Ms. Strohm opened the meeting with prayer.

**APPROVAL OF MINUTES:** The minutes from the September meeting were approved with no corrections. Motion made by unnamed male and second by Mr. Luther.

**UNFINISHED BUSINESS:** Renewal of workmans comp and liability insurance was reported by Mr. Kamler.(Page 5.1) We renewed with CNA based upon price and options. We did change our workers compensation from Eastern Alliance to UPMC Work Partners, whom we have had a good relationship with. Workers comp premium decreased, while general liability increased, with premiums up overall 28.9%. This has been accounted for in the new budget. New vehicles and additional properties (Parker Ridge) since our last industrial appraisal seven years ago were a factor in the premium increase.

**TREASURER'S REPORT:** Mr. Wilson reported for Mrs. Spangler, Director of Finance. (Please refer to copies circulated 6-1 and 6-2).

6-1 Statement of Activities report ending September 30, 2019 shows an operating income of \$3,881,520 and a budget of \$3,847,881. (Favorable variance \$33,639) The Total Operating Expense Summary shows we budgeted \$3,465,955, and the actual Operating Expense came in at \$3,440,356. (Favorable variance \$25,599)

The EBITDA (*Earnings Before Interest, Taxes, Depreciation and Amortization*) was \$441,164, and the budgeted amount was \$381,926. This was a EBITDA margin of 11.37% actual with a budget amount of 9.93%. Under Non-Operating Income, we budgeted \$53,130, and we came in at \$47,863. This is a unfavorable variance of \$5,267. Under Non-Operating Expenses, we budgeted \$236,250 and our actual was \$235,100. The budgeted Net Income is \$198,806 and the actual Net Income is \$253,927. This is a \$55,121 favorable variance in net income for the period. Contribution margin is 6.54% with a budget margin of 5.17%.

6-2 Investments report was reviewed by Mr. Wilson. The Total Value of our investments as of October 30, 2019 is up at \$611,245.52 to a cost of \$570,560.57. We currently have \$2 million in our money market account.

**DEVELOPMENT COMMITTEE:** Ms. Strohm reported the 'Angel Appeal' is on its way to donors via postal mail. We did a significant cleanup and purge of the mailing list. Traditionally we mailed between 2,00-2,500 appeals and this year is almost 500. 140 of those are donors that will be dropped if they do not respond to the mailing. Next we will focus on rebuilding the list with qualified donors. The appeal

gives an option to support the revitalization campaign, which currently stands at \$369,746 of the \$500,000 goal. 55 people have pledged \$278,361. and 25 donors with one time gifts of \$91,385. Mr. Wilson reported we did use some of the funds for a new bus and we have started replacing windows. The chapel and resident rooms were the first to be replaced. In 2020 we will broaden the campaign to POA's, vendors, and outside organizations to reach our goal.

**FINANCE COMMITTEE:** Mr. Luther indicated there was nothing to report

**PERSONNEL COMMITTEE:**

Dr. Reinbold asked Mr. Wilson and Mr. Kamler to leave the room for the discussion of compensation. At this point in the agenda, the recording was stopped and not restarted. Proceeding notes are made strictly from the content of the board packet materials.

**BUILDING AND GROUNDS:**

**NOMINATION COMMITTEE:**

**HOME COMMITTEE:**

**ADMINISTRATOR'S REPORT:** Mr. Chad Kamler reported.

13.1 is the Arbutus Park Compliance and Ethics Program overview. Each board member is then provided and expected to return a copy of the Conflict of Interest Policy.

13.3 is an update to our Quality Assurance Performance Improvement Program. Our current initiatives for Quarter 4 of 2019 are nursing recruitment, security measures, requirement of participation (*RoP*) phase 3 Prep/monitoring, and dietary changes post hospitalization.

**MISCELANOUS:**

Respectfully submitted,



Charles Darr, Secretary