

**THE CEDARS OF MARIN  
BOARD OF DIRECTORS MEETING  
February 18<sup>th</sup>, 2021**

**Time and Place:** The Board of Directors of The Cedars of Marin met on February 18, 2021 remotely via Zoom, upon notice duly given.

**Participants:** Participating in the Board meeting in person via zoom were Scott Clifford, Scott Erickson, Mary Gordon, Betty LeFevre, Dan Leese, Gail McCallister, Julie McInerney, Madeline Miller, Scott Price, Anna Rosen, Steve Shaw, Deb Stutsman, Rebecca Sullivan, Terry Ross, John West, Amy Wolff.

Also attending the meeting by invitation were: Chuck Greene, Jeanne Lipson, John Pope, Sue Sherer, Cheryl White, Katie Ladouceur, KC Coco and Rose Gordon, a Cedars resident.

**Opening Statements:**

President Scott Clifford called the meeting to order at 12:03 p.m.

Scott deemed the November 2020 board retreat minutes approved by the Board of Directors.

Scott and Anna Rosen plan to update the Terms of Reference and membership for the Finance, Audit, Governance, and Executive committees.

**Executive Director Report**

Chuck Greene expressed his pride in the organization and gratitude for Cedars staff over this past year. He also shared that, as the result of good advocacy work, state reimbursements (along with a great development effort) have provided the additional financial support necessary to build on our programs and services.

**Associate Executive Director Report**

Cheryl White shared feedback she has received about Cedars recently based on our performance over this past year. Cedars is highly regarded by our partners, the regional center, the town and the medical community.

**Participant Advisory Council**

KC provided a high-level description of the Participant Advisory Council (PAC) Charter which was then authorized by the board. Cedars resident Rose Gordon answered initial questions about the PAC.

Mary Gordon volunteered to serve as a liaison to the Participant Advisory Council along with Terry Ross.

### **CFA Report**

Betty LeFevre informed the board about the nation-wide (made possible by Zoom) CFA family forums held to date addressing a range of important issues. The CFA was also proud to play a key role in fundraising for Shake, Rattle and Bowl and host a very successful virtual Holiday party. Barbara Smith and Cheryl will be working on advocacy with the CFA going forward. The CFA will be addressing sexuality as a topic this year.

### **Finance Report**

Cedars projected financials are extremely positive. Actual income and expenses are favorable compared to budgeted, and we expect to have our PPP loan forgiven. The change in Cedars investments has been trending positively as well.

Scott Clifford made a motion to approve the updated Investment Policy, already vetted with and agreed to by the Finance Committee.

**The motion to approve the updated Investment Policy that was seconded by Scott Erickson and approved by the board.**

### **Overview of Board Documents**

Chuck solicited any questions, comments or concerns about the board documents sent in advance including: Contingency Planning, Dashboard, Staff Development and Training. The board appreciated the process of pre-meeting document review.

### **Break Out Session**

Board members met in groups of four based on tenure to talk about what they would like to learn more about in terms of Cedars in order to best fulfill their role on the Cedars board.

We will incorporate this important input in future board agendas.

### **60 Circle**

Scott Clifford made a motion to approve sale of 60 Circle subject to the overview provided by Chuck in continued negotiation and planning.

**The motion to approve the sale of 60 Circle was seconded by John West and approved by the board.**

### **Safety Report**

John Pope provided an overview of the greatest challenges and opportunities with safety at Cedars. The kitchen will be ready for grand opening in late Spring.

### **Development Report**

Jeanne Lipson highlighted the results of our successful Winter Appeal.

Katie Ladouceur provided a well-received overview of the 2021 Development Strategy. She shared insights, high-level plans and potential challenges and opportunities.

The development team is soliciting board support in the following areas: Business Partnerships, Foundations and Funders Connections, Legacy Campaign, Major Donor Stewardship, and Events.

**Action Item:** Please reach out to Jeanne or Katie if you are interested in getting involved in any of these areas.

### **Board Participation**

**Action Item:** Reach out to Jeanne or KC if you would like to learn more about the various way you can participate on committees.

If you have not already, please complete and submit your action plan to Jeanne.

### **Adjournment**

There being no further business, the meeting moved to Executive Session at 2:02p.m. Pacific Time.

Respectfully Submitted  
Debbie Stutsman, Secretary  
The Cedars of Marin Board of Directors

### **Move to Executive Session**