

Lancaster Downtowners Steering Committee

October 12, 2007

Minutes

Present: Jim Kalish, Fred Pargeon, Carolyn Pargeon Rod Houser, Jane Phillips, Charles Lane, Ken Nissley, Lois Good, Gene Aleci.

Absent: Nancy B. Rogers, Mimi Shapiro

1. Updates/Reports

- Rod reported on his visit with Geoff Lewis, president, and Gail Kohn, executive director, of Capitol Hill Village in Washington D.C. Capitol Hill Village has been offering full services to about 140 members since the beginning of October, 2007. Their structure is very similar to Beacon Hill Village. Rod reported that their story is very similar to ours. Geoff, after reviewing our promotional materials was complimentary of what we have done so far and offered continued support in responding to questions that we may have. Rod will ask for a copy of their budget.
- The board had approved bylaws drafted by Jim at our July meeting but in reviewing the bylaws of Capitol Hill Village, Jim recommended that we set up a board that is self perpetuating rather than elected by the total membership. Fred Pargeon moved and Lois Good seconded that we accept a change in bylaws to reflect that we will have a board that organizes itself rather than a board elected by members. Motion carried unanimously. Within the next couple of weeks, Rod and/or Jim will meet with our attorney to begin the process of incorporation.
- Lois Good reported that Dan Mitchell will present a workshop December 3 for free to our members and \$5 to others. So far sixteen persons have indicated that they will attend this workshop. Program Committee is considering these topics for future workshops: health technology, technology in the home, dealing with bureaucracies, and communicating between generations. The committee will follow through with publicity for this workshop and email a flyer to board members that can be copied and distributed.
- Jane Phillips reported results from the interest survey on the back of enrollment form. Fifteen out of 25 persons who have enrolled so far completed the survey.
 - a. Social Column received most votes, 55; all categories received at least 7 votes; book/topic discussions and wellness/fitness were highest.
 - b. Household Services column was second with 33. Home repair & adaptation and watering plants/pick up mail got highest votes with computer, cell phone assistance strong second.
 - c. Informational column received 25 votes with in home personal care highest with 5 votes, home safety and down sizing tied for second.
 - d. Volunteer Program column (with only one category—connect with organizations) received 7 votes.
 - e. Written comments added day trips, art, financial services and referrals for services (must not have understood that will be important part of what we do
- We currently have \$1631.11 in our treasury.
- While we will likely pursue 501(c)3 status at some future date, we will not make that a high priority at least during the next 90 days. We have a very good setup with Lancaster Alliance as our fiscal sponsor. However, we will begin working on application for the non-profit status.

2. **Information Packets**—We are low in information packets. Rod will print more so that we have some available for distribution at the December Workshop.

3. **Donations**—Rod has not heard from Joe Wagman since he sent information about contributing to Downtowners. Rod will follow up to make sure the information was received. Landis Homes has contributed \$200. Jane will send a copy of donation request letter sent to Dr. Diamantoni.

4. Board/Committee Profile

- Given various commitments to personal careers, our board is made up of persons who differ in the amount of time that they can contribute to Downtowners; however, “working board” rather than “high profile” is a better descriptor of the character of our group. We are identifying a number of persons who have agreed to serve in an advisory capacity to our organization. These persons could be listed on our correspondence as “Advisory Board.”
- Rod circulated a draft of job descriptions for board members and various committees that are forming. Ideally, all board members should serve on at least one committee and all committees should be chaired by a board member. As persons outside of the board express interest in becoming involved we need to be able to suggest various options. Board members are asked to get back to Rod in the next two weeks to indicate their willingness to serve in this way. Members are asked to indicate which committee(s) they would be willing to serve in and which committee they would be willing to chair (if willing).

- Nominating and Governance Committees should be added to the list of committees.
 - Rod will post a message to the mailing list describing committees and inviting people to become part of a working committee. Names of persons joining committees should be circulated among board members, but they do not have to be approved by the board.
 - Jim will contact Paula Jackson for assistance in working with demographics of Lancaster.
 - Jessica Pavelko should be given a special invitation to participate on a committee.
 - Ken Nissley is considering chairing the Service Provider Committee.
 - Service Provider Committee should add to the committee task description what sort of relationships/expectations should be understood and formalized between Downtowners and providers who eventually make it to our recommended list.
 - Rod described professional experience of Del Seitz and suggested we invite him to be a board member. He most recently has been instrumental in the growth of Ten Thousand Villages as their CFO. Board gave Rod the go ahead to contact Del.
 - Mary Lou Higgs, who recently moved to Lancaster and is a Downtowner member, has had experience in grant writing.
 - Leadership Lancaster has a mission of training people for work with non-profits. Rod should make contact with them to see how they may be able to be a resource to Downtowners.
5. **Budget/Finance**—Executive Committee will work on a proposed budget for the upcoming year. The budget would be particularly important to show to potential donors. Fred Pargeon, Charles Lane and Rod will meet with Cherrie Riggs to review how our finances will be handled with Lancaster Alliance as our fiscal sponsor.
6. **Next Meeting**—Monday, December 6.