HEART 201 Meeting Minutes

**February 1, 2018 | 6:30 PM | Eisenhower Recreation Center**

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| **Type of meeting** | Annual |
| **Facilitator** | Rich Hill, President |
| **Minutes taker** | Peg Betourne, Secretary |
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| **Board Members**Rich Hill, Dale Hauschel, Jeff Rattner, Paula Heitkemper, Carol Prussman, Bill Betourne, Peg Betourne  |

**Additional Attendees**Ben Solotoroff, Jim Monahan, Ray Horbert, Tom Murphy, Ginny Murphy, Paul Champagne, Bob Deraska, Pat Roam, Noel Prussman, Deborah Hamilton |

# topics

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**Topic 1 Club Business**

Minutes were approved from the November meeting. The minutes are posted on the Dunedin AED website ([link](http://mobile.dunedinaeds.com/contact-us-2-2.shtml)).

Treasurer Carol Prussman presented the annual Treasurer’s report showing an account balance of $4,433.85. On 1/1/17, the account balance was $5,500. Fifteen (15) deposits were made during 2017 totaling $8,300. Ten (10) expenditures were recorded during 2017 totaling $9,366.15. The treasurer’s annual report is attached.

As is customary and in accordance with the HEART 201 bylaws, the Director of Communication, Jeff Rattner, sent an email to all unit 201 resident/members (who agreed to be contacted) notifying them of the upcoming meeting, including the purpose and agenda for the meeting.

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**Topic 2 Director Reports**

Director of AED Maintenance Bill Betourne reported that monthly maintenance checks have been completed and recorded since the AEDs were installed in April 2017. The last inspection was 12/17/17. No degradation was observed, and everything appeared to be in working order.

Director of Communications Jeff Rattner asked that block captains continue notifying him as residents move into or out of Dunedin unit 201. For now, new residents will be asked to contribute $100 to the HEART 201 fund (proposed reduction to $50 during next fund drive in two years).

Director of Responders Paula Heitkemper summarized the key activities during 2017.

* All trained responders received keys to the locked AED boxes and maps of the 106 homes in Dunedin unit 201
* The 17 responders (from 16 households) will need to be retrained every two years (by 2/22/19)
* Paula attended the AED Coordinators meeting on 3/30/17
* The first cardiac arrest drill was completed on 4/5/17
* On 4/30/17, the Dunedin postal station was added as a unit 201 responder location.
* A social get-together was held for responders on 10/3/17
* The second cardiac drill was completed 10/10/17 at the Dunedin postal station. The next drill is to be completed in April 2018 (every 6 months).
* Ready Alert continues sending monthly tests to all responders (occurs the first Wednesday of each month).
* Paula recently created a job description to ease in the identification and nomination of a replacement Director of Responders because Paula is moving out of Dunedin unit 201 and will no longer serve in the position.

President Rich Hill presented Paula with a token of appreciation for her service and hard work in 2017.

**Topic 3 Annual Elections**

Except for the position vacated by the Director of Responders, all other officers and directors agreed to remain in their respective positions for another year. Therefore, only a replacement for the Director of Responders was needed. The Nominating Committee chair, Ben Solotoroff, speaking on behalf of the nominating committee (Jim Monahan and Ray Horbert), described the process of identifying and interviewing nominees for Director of Responders. Tom Murphy agreed to serve the position. By means of a voice vote, he was selected by acclamation. Tom summarized for attendees his extensive accomplishments around emergency response.

In a separate meeting with President Rich Hill, the nominating committee recommended changes to the election process for subsequent years. As a result, an amendment was drafted to Article 5, Section 3, Process for Election, of the Heart 201 Bylaws. In accordance with the process for amending the HEART 201 bylaws, an email was sent to all unit 201 contacts (who agreed to be contacted) one week prior to the annual meeting detailing the proposed amendment and the rationale for the change. An amendment to the bylaws requires a 2/3 vote of attendees. President Rich Hill read the proposed amendment.

**Section 3. Process for Elections**

At least one month prior to the Annual Meeting, the President shall appoint a three-person nominating committee and identify one as the Chair. The committee shall identify members who are willing to become a candidate for each of the seven Board positions, up until two weeks before the Annual Meeting. Members may become candidates by contacting the Chair of the nominating committee and making their willingness known. Prior to the Annual Meeting, the nominating committee shall interview all candidates whenever there is more than one candidate for a position. At the annual meeting, the Chair will present the candidates for each position to the members in attendance and provide a summary of each person’s qualifications. Candidates may also take up to two minutes to address the members about their qualifications. No additional nominations will be accepted after the closing of nominations two weeks prior to the meeting. If there is only one person nominated for a position, the Chair shall ask for approval by acclamation. If there is more than one person nominated for a position, ballots will be provided for that position and elections shall take place by secret ballot. Board members may be elected to serve successive years.

**Conclusion**: Bylaws amendment approved (motion by Ray Horbert, seconded by Dale Hauschel). A vote by attendees was held and passed unanimously. Secretary Peg Betourne will draft and send the amended bylaws to the officers.

**Topic 4 Annual Budget**

President Rich Hill proposed an annual budget for HEART 201. Rich proposed creating a savings account and moving $400 once per year from the general fund into the savings account to cover expected, periodic expenses. He recommended moving $800 ($400 for 2017 and $400 for 2018), thus leaving a balance in the general fund of $3,600 ($4,400 current balance minus $800). Given the expected annual expenses of $1,000 per year, Rich proposed conducting another fund drive in late 2019 and reducing the requested contribution from $100 to $50 per household. If 80% of households contribute, as they did during the initial fund drive, the HEART 201 can operate at breakeven.

**Conclusion**: Annual budget approved (motion by Ben Solotoroff, seconded by Ray Horbert). Treasurer Carol Prussman will move $800 into a savings account.

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**Topic 5 New Business**

President Rich Hill raised several topics for discussion.

1. Paula Heitkemper is moving out of Dunedin unit 201 and therefore will no longer serve as the block captain for Nomad Terrace. Deborah Hamilton, also of Nomad Terrace and a member in attendance, volunteered to become the new block captain. Attendees welcomed Deborah.
2. One topic for discussion resulted from an email Rich received from a resident who described how his daughter was approached inappropriately by a non-resident in the Dunedin pool area. The resident asked Rich, as President of HEART 201, to investigate the possibility of restricting bathrooms in the pool area to residents and guests only. The question this raised is, do we want HEART 201 to get involved in security measures within Dunedin unit 201. Attendees stated unanimously not to get involved in security matters.
3. Another discussion item was based on a call Rich received from a resident whose visitor was having chest pains. The resident asked if Rich or HEART 201 responders could respond to help. Attendees stated unanimously that HEART 201 responders should not get involved in medical response outside of the current process, which is when alerted by Ready Alert after a resident or visitor calls 911 to report someone unconscious.
4. Topic 3 was regarding an email Rich received a member of another AED organization that was folding. They asked if we wanted their equipment. The consensus of attendees was not to take the equipment.
5. Health-related programs available to residents

Vials of Life: Rich proposed making residents aware of the Vials of Life program. Residents complete a medical history form (current medications, allergies, etc.) and place the rolled form into a vial that is then stored in the refrigerator where emergency response personnel can retrieve it when responding to a medical emergency at the residence. The Sumter County Sheriff provides the free kits, which include the form, the vial, a sticker to be posted on the door of the refrigerator and a sticker to be posted on the front door of the residence.

Wellness checks: Another health-related program that exists for all residents is a daily phone wellness check by the police department. This program may become more important to Dunedin unit 201 as our residents age.

Medical equipment: Jeff Rattner described the Helping Hands program, which is available to all residents through the VHA. The VHA either purchases new durable medical equipment (wheel chairs, transport chairs, canes, crutches, knee walkers, two-wheel walkers, shower chairs, etc.) through monetary donations, or receives donated medical equipment and then makes it available for rent, free of charge. The resident calls and requests the equipment and if it is available it is transported to the VHA office in Spanish Springs where residents can pick it up.

**Conclusion**: Attendees agreed that these are three good health-related programs and that making unit 201 residents aware of them is consistent with our mission statement. An email will be drafted and sent to residents.

**Attachment**: Treasurer’s Annual Report

 Heart 201 Annual Report

January 1, 2017 balance $ 5500.00

15 deposits during 2017, totaling $ 8300.00

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 $13,800.00

Expenditures during 2017:

2 AED boxes $ 364.00

Cardiac Science (2 AED units, plus case and management) 2792.00

Village Center Fire Safety (CPR Anytime Kit) 36.58

Paula Heitkemper (laminating material) 11.20

Charlotte Hill (repayment of original $5000 loan) 5000.00

Bill Betourne (supplies for mounting the AED units) 189.99

Ready Alert Service (May 1, 2017—April 30, 2018) 756.00

Paula Heitkemper (food provided for responders' meeting) 80.98

Ready Alert Service (for 2 additional households for 6 months) 54.00

Bill Betourne (lights for AED boxes) 81.40

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 $ 9366.15

Balance on hand January 1, 2018 $ 4433.85