**WACCRA Board Meeting**

**December 10, 2021**

**Via Zoom**

**Attendees:**

*Board*: Donna Kristaponis, President; Rick Baugh, Interim Vice President; Nickie Askov, Secretary; Jim Crim, Treasurer; Carlos Caguiat, Cassandra Carothers, Monica Clement, Judy Love

*CCRC Coordinators*: Susan Dillon, Robert Pringle, Tom Sakata

*Guest:* Laura Saunders

President Donna Kristaponis called the meeting to order at 10:05 AM.

• Minutes: The minutes from the November 12, 2021, meeting were approved by consent.

• Treasurer’s Report: Approved by consent. Jim sent out a budget worksheet for the January agenda. He also offered kudos for the increase in membership during 2021.

OLD BUSINESS:

• Update on *Commitment to CCRC Practices*: Monica reported that she and Judy met with the Timber Ridge Resident Council. The consensus was that Part C of the document needs to be clarified. Monica adapted the slides from the WACCRA/LA power point which received positive comments. Rick suggested adding the List of Accomplishments from Donna’s presentation at the Annual Meeting to make a power point presentation that can be used by others. Rick reported that in January Skyline will have a membership kickoff showing the Annual Meeting video and Donna’s slides. Donna asked if any other CCRC wanted a presentation on the *Commitment*.

• Long-term Financials Task Force: Rick reported that a subcommittee of the task force will be meeting with the CEO of Transforming Age (Skyline’s management company) about disaster recovery. They will also be asking about self-insurance.

• Membership Tracking Workflow: Since Nicole is no longer working, the spreadsheets have not been updated and no procedures have been written. **Jim, Susan, Rick, and Tom will meet to develop the workflow including descriptions of the roles of each person. A contract will be drawn up for Nicole’s replacement with a description of duties including a title. Jim will sign the contract upon completion.**

• Terminology for Resident Council and Leadership Positions: Various terminology was discussed for the term “Resident Council”. We discovered that it would be best to continue with the current term given differences in the organization of Resident Councils.

• Venues for Annual Meeting: We decided to continue using a CCRC with hybrid delivery (in-person and Zoom) in the future.

NEW BUSINESS:

• Consider appointing Laura Saunders, Hearthstone, to the WACCRA Board: The Board voted in favor of her appointment in January with the formal election occurring at the Annual Meeting. She will be replacing Cassandra who is resigning at the end of the year. **The Bylaws need to be changed so that the process of adding Board members is less cumbersome**. **Adding a clause that a vacancy may be filled by the Board until the next Annual Meeting will be discussed at the January meeting.**

Discussion of the Presidents’ Roundtable: Nickie summarized the meeting attended by 11 representatives of 8 CCRCs. Pat Kushmerick, past president of Mirabella, led the discussion. The major topic was Aging in Place with questions from the research study that is being conducted at Mirabella in conjunction with the University of Washington. From the discussion it appeared that only one CCRC has a full-time nurse on staff for independent living residents. Other topics briefly touched on were the annual fee increases and employee shortages which had various impacts that were shared. Mary Kazlusky at Heron’s Key volunteered to moderate the next meeting in early March even though she will no longer be in the presidential cycle. (Sylvia Pugh at Hearthstone said she might be able to moderate the following meeting.) We discussed the possibility of asking the moderator to summarize the meeting for the News-Mail although we recognized the difficulty of having one person speaking for a CCRC.

• Items from WACCRA Board Members: Carlos had raised the question of WACCRA owning its own Zoom account. Since several of us (Jim, Rick, Nickie) have personal or business accounts, we decided that it was not necessary to purchase an account.

Donna reported that several people had sent communications and kudos after using our new website. They have expressed that WA appears to be the most active state among the state organizations of CCRCs.

Monica expressed her thanks to Cassandra for being on the board on behalf of all of us. Cassandra expressed her disappointment in having to resign, but she is not being supported in her efforts at Horizon House. She hopes that will change in the future.

The motion that the meeting be adjourned at 11:45 for an Executive Session passed. Next meeting is January 14, 10:00-12:00, by Zoom.

Respectfully submitted: Nickie Askov, Secretary